

Job Description: Community Tree Manager (CTM)

The **Community Tree Manager** will lead Tree Boston's tree planting and tree care programs, including:

- Community tree plantings
- Private tree plantings
- Tree stewardship, watering, and pruning programs

This person will work closely with organizational staff to support programming and training related to urban forestry, tree plantings, tree care, and community education and engagement. The CTM reports to the Director of Programs and manages a 3-4 person Tree Team.

Primary responsibilities include:

Tree Planting and Maintenance (75%)

- Visit and evaluate public and private sites at the parcel level
- Select tree species and planting locations in collaboration with key constituents (city or state officials, land owners)
- Meet and collaborate with land owners - public or private - to negotiate siting and species selection of trees
- Lead tree planting during tree planting events, with volunteer management support from staff
- Build relationships with nurseries to select and order trees for plantings and giveaways
- Maintain and manage inventory of supplies and equipment in an organized fashion
- Lead a team of 3-4 tree team members in daily operations of tree planting and tree care, including daily watering during the watering season (April-October)

Administrative Duties (15%)

- Follow up on tree planting requests from residents, property owners, and organizations
- Manage related expenses for tree team by collecting, organizing, and sharing receipts and invoices with the Director of Finance
- Track trees planted and tree care activity for grant reporting and program reports

Program Development and Reporting (10%)

- Assist in the development of programs to staff, residential, and volunteer training on best practices regarding tree planting and tree care
- Assists in collecting data for reports demonstrating program success

Requirements

- Valid Massachusetts driver's license (or out-of-state license with commitment to obtain a MA license within 1 month of hire), with a clean driving record
- One of the following:
 - ISA Certification
 - Massachusetts Certified Arborist certification
 - 2-3 years of demonstrated experience planting and caring for trees in urban areas

Experience

- Tree planting with understanding of “right tree / right place”, including relevant species types and sizes
- Past work in community-led tree planting, tree care, and working with diverse populations
- Staff supervision and management

Skills

- Ability to read and analyze GIS maps
- Excellent communication skills
- Strong organizational skill and attention to detail
- Commitment to tree equity and social, racial, and environmental justice
- Ability to take initiative and be a self-starter
- Cultural sensitivity and awareness
- Fluency in a language(s) other than English commonly spoken in Boston preferred. These include Spanish, Portuguese, Vietnamese, Haitian Creole, Mandarin.
- Have a passion for issues related to environmental justice and racial equity
- Ability to lift 50 pounds, walk 2 miles per day, and dig holes

Compensation and Benefits

- Salary: \$65,000 - \$72,000 / year + retirement and health benefits + paid time off
- This position is a full time position, 40 hours per week.

How to Apply

We are currently accepting applications. The application period will stay open until the position is filled. *Please submit the following:*

1. One-page cover letter as a PDF or hard copy addressed to Jerel Ferguson
2. One-page resume, either as a PDF or hard copy.

Please send your resume & cover letter to:

Tree Boston, 60 Clayton Street, #201 Dorchester MA 02122

Or apply online at treeboston.org/ctm#applyctm

Questions?: Call 617-766-5015 or email Jerel Ferguson at jerel@treeboston.org

Tree Boston is rooted in the values of justice, equity, diversity and inclusion and is committed to building a team that represents diverse backgrounds, perspectives, and skills. Individuals from underrepresented groups are encouraged to apply.