

green|spaces – **Take Root Chattanooga: Workforce Coordinator**

Mission: The mission of green|spaces is to advance sustainable living, working, and building across the Southeastern Tennessee Region. green|spaces achieves this by working in partnership with local residents, businesses, non-profits, educational and government organizations, and donors.

Specific job goals, objectives and tasks are established for each employee as part of the work plan process. These statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all qualifications, responsibilities, duties, and skills required.

green|spaces provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Responsibilities:

- Timeframe: grant period anticipated to include a 4-year partnership with other organizations
- Co-develop curricula for teaching and training beginner and intermediate workforce trainees in the fields of arboriculture, forestry, planting, and tree care.
- Schedule and execute workforce education and training program utilizing developed curricula.
- Schedule and execute workforce planting and tree care projects.
- Manage and oversee planting and tree work performed by workforce trainees.
- Lead and oversee volunteer planting events with assistance from workforce trainees.
- Engage with communities regarding the workforce development program as well as listen and respond to the needs of the communities.

Qualifications:

- Experience in arboriculture, urban forestry, horticulture, and/or landscape architecture. Time spent teaching these skills is preferred.
- Experience in community organizing and volunteer recruitment, management, and retention.
- Must be able to work independently with high value placed on accurate and reliable performance.
- Strong written and verbal communication skills, project/program management, teamwork, problem-solving, decision-making, evaluation, and report preparation skills.
- Ability to work outside of standard office hours with flex time provided.
- Ability to work in an open office environment.
- Comfortable with group facilitation, handling conflict, differences of opinion, and enabling people to feel heard.
- Ability to utilize a variety of computer software programs, including Microsoft Word and Excel. Additional computer software programs, including Monday, Adobe Creative Suite and/or Canva are preferred. Photography and videography/editing skills are a bonus.
- Able to lift a minimum of 50 pounds. Willing and able to perform tree planting, pruning, and related outdoor work in all weather conditions.
- Must have access to reliable transportation for meetings, training, and volunteer activities. Mileage reimbursement is available for trips outside of Chattanooga. Free parking is available at our downtown office.

Salary range: \$50,000 - \$60,000

All applicants, please send your resume and cover letter to info@greenspaceschattanooga.org.