

### **Community Forestry Program Manager**

The Neighborhood Design Center seeks a Program Manager to support NDC's Community Forestry initiative. This primary responsibility is providing key support for the Prince George's County Right Tree, Right Place (RTRP) Program. A secondary responsibility is to assist with development and technical support for small municipalities looking for street tree design and private property tree siting, with management recommendations. This is a full-time position with benefits, starting July 2020. The salary range is \$60,000 to \$70,000 per year, commensurate with skills and experience.

### **About Us**

The Neighborhood Design Center, founded in 1968, provides access to low cost and pro bono design services in underserved communities in Baltimore City and Prince George's County, MD. In collaboration with neighborhood groups, local government agencies, and fellow nonprofits, we support locally driven initiatives for neighborhoods pursuing improved quality of life within their built environments.

At NDC, we believe:

- Inclusive community driven process plays a determining role in the quality of design.
- Healthy places are built with consideration for social justice, environmental sustainability, and comprehension of the true character of a place and its people.
- Everyone should have access to design excellence.
- Unlikely alliances between local experts, design experts, government agencies, and nonprofit organizations are a key to neighborhood success.
- Well-designed places enhance healthy cultural and democratic life in our neighborhoods.

### **About the Position**

The Program Manager will support the Community Forestry program at NDC, including oversight of the ongoing RTRP Program, in partnership with Prince George's County DPW&T, and development of municipal urban forestry contractual work with County municipalities. The main job function is to oversee the coordination and administration of all aspects of the RTRP Program, including planning, organizing, and coordinating program activities. The Program Manager is responsible for locating eligible communities, scheduling and presenting information at community meetings, answering questions/addressing concerns from the community, identifying high-risk trees for removal or pruning, selecting tree replacements and developing designs, updating and maintaining meticulous records, and assisting the field inspector in liaising between community, county agency, and contractors. Additional work for DPW&T could include research for special topics reports and assistance for non-RTRP projects.

The Program Manager will also support outreach, marketing, and contractual work to municipalities within and surrounding Prince George's County to help grow municipal community forestry as an NDC initiative. The focus of this program is street tree design and management recommendations, private property site design, and tree care demonstrations for nonprofit and local government programs. As NDC is a highly

collaborative organization, the Program Manager will occasionally assist on multiple other programs and projects as needed.

### **Primary Duties and Responsibilities**

The Program Manager performs a wide range of duties:

- Plan and execute the delivery of the RTRP program and its activities, including data collection, field activities, monthly and annual reporting, and correspondence
- Work closely with Prince George's County DPW&T staff and contractors to plan for and document program activities such as tree assessments, removals, planting, and maintenance outcomes
- Communicate program goals to the community by means of informational and educational materials, neighborhood presentations, and face-to-face interaction
- Maintain database of program activities and community contacts
- Respond to individual residents' questions and concerns via phone, email, and in person
- Direct the work of the NDC Forestry Technician, who will provide support for these responsibilities
- Support small municipal forestry contracts, with tasks such as street tree design, private property tree siting, urban forestry management recommendations, arboriculture trainings and tree planting demonstrations

Other Duties:

- Assist with other program areas in Prince George's County office as needed, such as Growing Green with Pride, Community Design Works, and Arbor Day Every Day projects
- Assist with occasional special projects, fundraising events, and special events as needed
- Participate in regular staff meetings to ensure effective and efficient cross-program delivery
- Keep NDC vehicle in travel-ready condition – maintain fuel levels, weekly cleanliness

### **Qualifications and Requirements**

The position requires a balance of interpersonal skills, technical proficiency, and physical endurance. Specific qualifications needed for the position are:

- Bachelor's degree in Forestry, Environmental Science, Landscape Architecture or similar field (may substitute relevant experience)
- ISA-certified arborist
- Basic botanical knowledge and understanding of tree identification methodology
- Familiarity with urban forestry / stormwater research and best practices
- Technical computer skills, including expertise with MS Office and basic knowledge of ArcGIS
- Strong oral presentation and speaking skills
- Bilingual (Spanish) conversational ability is highly desirable
- Strong personal and professional commitment to environmental and social justice
- Highly detail oriented and ability to maintain meticulous records
- Excellent interpersonal skills and an appreciation of another person's perspective
- Current driving license and clean driving record

## **Working Conditions and Physical Requirements**

NDC and County protocols for meetings, group assemblies, and site visits are evolving according to the latest Covid-19 health directives from local government and accepted best practices. Currently, NDC has an open office environment. Upon return to work in the office, extra consideration will be taken to ensure that the open office is a productive and safe place for all team members. All NDC full time/permanent staff are assigned a company laptop with remote access to centrally stored electronic files. During the public health crisis, all employees will be expected to work from intermittently and as required by local public health officials. Field work may continue during states of emergency, contingent upon guidance from public health officials. Community meetings are currently online-only; this may change according to state and county directives.

All NDC programs require staff to work occasional evening and weekend hours; this position will require regular evening hours. As this is a small nonprofit work environment, tasks are varied. A flexible mindset and willingness to 'pitch in' are highly valued. The Neighborhood Design Center is a team-oriented, creative work environment.

This position requires frequent field work, involving extensive walking to mark planting sites and record data. Fieldwork occurs 12 months/year in most weather, and may include lifting up to 15 lbs.

NDC provides a vehicle for staff use, which is primarily but not solely for the RTRP program use. If the NDC vehicle is temporarily not available, the employee is expected to utilize their own transportation. Travel is compensated at the standard federal business mileage rate.

## **Direct Reports and Program Support**

The Program Manager will supervise a Project Coordinator and/or a year-round part time Forestry Technician whose duties vary with the season and program demands.

## **Application Instructions**

Please submit a cover letter (email acceptable) and resume to [dpuzey@ndc-md.org](mailto:dpuzey@ndc-md.org).

## **Closing Date**

Open until filled, first round of applicant reviews will take place the week of June 8<sup>th</sup>, 2020.

## **Equal Opportunity Employer**

NDC is an equal opportunity employer.