

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 and execute a program for community engagement, outreach, and education in support of the community and urban forestry and tree planting program.
- Develop and create engagement and education materials to support the program such as surveys, flyers, pamphlets, social media posts, and webpage updates.
- Manage social media campaign in collaboration with green|spaces and the Take Root team.
- Identify and work with community leaders to activate the communities from within for participation, raising awareness of tree planting benefits through education.
- Lead meetings and discussions with communities and individuals about the program.
- Actively participate in grant writing and fundraising.
- Grow and manage volunteer database. Coordinate and communicate with volunteers.
- Develop curricula for teaching and training beginner and intermediate workforce trainees in the areas of community engagement, outreach, and education.
- Teach and train workforce in community engagement, outreach, and education.
- Learn basics in arboriculture, forestry, planting, and tree care pertinent to outreach.

Qualifications:

- Experience in community engagement, outreach, and education. Local community engagement experience preferred. Time spent teaching these skills 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 Word, Excel, Monday, and Adobe Creative Suite or Canva. Photography and videography/editing skills are a bonus.
- Familiarity with grant writing and fundraising.
- Bilingual capabilities are preferred.
- Must have access to reliable transportation for meetings, training, and volunteer activities. Mileage reimbursement is available for trips outside of Chattanooga.

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

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