

### **Program Coordinator - Right Tree, Right Place Program**

The Neighborhood Design Center seeks a Program Coordinator to support the Right Tree, Right Place Program from our office in Hyattsville, Maryland. This is a full-time position with benefits, starting November 2018. The salary range is \$47,000 to \$55,000 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 Coordinator oversees the coordination and administration of all aspects of the ongoing Right Tree, Right Place (RTRP) Program, in partnership with Prince George's County DPW&T, including planning, organizing, and coordinating program activities. The Program Coordinator 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, selecting tree replacements and developing designs, updating and maintaining meticulous records, and assisting the field inspector in liaising between community, county agency, and contractors. In addition, the Program Coordinator will assist on multiple other programs and projects as needed.

#### **Primary Duties and Responsibilities:**

The Program Coordinator performs a wide range of duties associated with the RTRP program:

- 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 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

**Other Duties:**

- Assist with other program areas in Prince George's County office as needed, such as Clean Up, Green Up, 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

**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 (may substitute relevant experience, minimum 6 years)
- ISA-certified arborist (or ability to become ISA-certified arborist within 6 months)
- 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 the basics of ArcGIS, familiarity with Adobe Creative Suite programs is desirable
- Oral presentation and speaking skills
- Highly detail oriented and ability to maintain meticulous records
- Excellent interpersonal skills and an appreciation of another person's perspective
- Strong personal commitment to environmental and social justice
- Current driving license and clean driving record

**Working Conditions and Physical Requirements**

NDC has an open office environment. Extra care and consideration are required to ensure that the open office is a productive place for all team members. 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. Field work occurs 12 months/year in most weather, and may include lifting up to 25 lbs. Access to reliable transportation is essential. Travel is compensated at the standard federal business mileage rate.

**Direct Reports and Program Support**

The Program Coordinator does not have any direct reports but is assisted by a year-round part time Forestry Technician whose duties vary with the season and program demands.

**Equal Opportunity Employer**

NDC is an equal opportunity employer.

**To Apply**

Send cover letter & resume to [dpuzey@ndc-md.org](mailto:dpuzey@ndc-md.org). This position is open until filled.