



## **Workforce Resource Coordinator**

Full-Time

Non-Exempt

Established in 2008, Baltimore Tree Trust is a 501(c)(3) non-profit that supports healthy and vibrant neighborhoods through community-led tree planting initiatives, career readiness training, and forceful policy advocacy. By aligning the goals of urban forestry and natural areas conservation with other critical value systems, Baltimore Tree Trust is committed to a vision of a more socially and economically inclusive city. Our staff proudly reflects the diversity of Baltimore itself, and we encourage candidates from a wide range of backgrounds and life experiences to apply. Baltimore Tree Trust is an equal opportunity employer. For more information, visit us online at [baltimoretreetrust.org](http://baltimoretreetrust.org).

### **Position Description**

Baltimore Tree Trust is seeking an experienced Workforce Resource Coordinator. In this role, you are responsible for assisting in the planning, coordination, execution and tracking of various virtual and in-person training and development programs aimed at enhancing our employees' skills, knowledge, career growth, and our organization's capabilities, including communication with participants and instructors. In addition, you are responsible for onboarding new employees, including completion of new hire paperwork.

### **Job Responsibilities**

- Coordinate and manage all efforts focused on welcoming new employees to the organization and conducting professional new employee orientation meetings
- Complete new hire paperwork and ensure employee documentation meets compliance guidelines
- Maintain accurate and up-to-date personnel files, records and documentation both digital and physical
- Collaborate with subject matter experts to create and update training materials, manuals, and e-learning modules; ensure training content is engaging, up-to-date, and aligned with industry best practices; ensure that training programs comply with relevant laws, regulations, and industry standards
- Prepare regular reports on training effectiveness, participation rates, and key performance indicators; use data-driven insights to continuously improve training programs
- Coordinate logistics for training sessions, including scheduling, materials preparation, and participant registration
- Provide guidance and support to employees seeking professional development opportunities; assist in career development planning and mentorship initiatives
- Analyze skill gaps and recommend appropriate training solutions
- Develop and maintain a training calendar aligned with organizational goals
- Maintain accurate records of training activities, attendance, and program evaluations
- Answer general questions and inquiries in support of training and recruiting efforts
- Organize, plan, and execute workforce development events
- Professionally communicate with all levels of personnel within the organization and with external clients and partners
- Perform other duties as assigned



# BALTIMORE TREE TRUST

## Qualifications:

- 1+ year of HR experience preferred, with a focus on training and development
  - Strong communication skills, both written and verbal
  - Strong organizational skills and attention to detail
  - Excellent interpersonal skills, with the ability to maintain confidentiality
  - Proficient knowledge of Google Suite (gmail, drive, docs, sheets, slides)
  - Proficient knowledge of all departmental procedures and how they interrelate
  - Ability to work independently and collaboratively in a team environment
  - Ability to manage multiple work streams with competing priorities and deadlines
  - Ability to develop and maintain relationships with employees and foster growth in soft skills
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## Classification

Full Time, Exempt

## Compensation

Beginning at \$50,000 per year, commensurate with experience. In addition to health, dental, and retirement benefits, Baltimore Tree Trust is proud to offer additional benefits for our employees including but not limited to generous vacation time and professional development opportunities.

## Term of Employment

At Will

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## To Apply:

Please submit your cover letter and resume to [jobs@baltimoretreetrust.org](mailto:jobs@baltimoretreetrust.org) with "Workforce Resource Coordinator" in the subject line.