Groundwork Lawrence (GWL), a 501(c)3 nonprofit organization, has been making change happen in Greater Lawrence, Massachusetts since 2001. Through community engagement, environmental and open space improvements, fresh food access, youth education, and employment initiatives, GWL creates the building blocks of a healthy community, and empowers residents to improve their quality of life. GWL achieves results by engaging the whole community – residents, youth, nonprofits, government and businesses – in the planning and realization of projects. With this collaborative approach, GWL ensures that all stakeholders are mutually invested in the outcomes, the key to stable neighborhoods and sustainable change.

GWL’s mission and operations are premised on the understanding that environmental conditions are inextricably linked to the economic and social health of a neighborhood. As a consequence, GWL is committed to “changing places and changing lives” through on-the-ground projects that help to transform local communities. GWL’s mission is “to bring about the sustained regeneration, improvement and management of the physical environment by developing community-based partnerships which empower people, businesses and organizations to promote environmental, economic and social well-being.”

About the Position:
GWL is seeking a Community Engagement Manager to join the Community Engagement Team with a primary focus on working with the Project Manager on the outreach, recruitment and implementation of the Greening the Gateway Cities program to increase tree canopy cover to reduce heating and cooling energy costs for residences and businesses and to educate private landowners and the public about proper tree selection, care and maintenance. Experience in community engagement is required; GWL will provide urban forestry training as needed.

Specific responsibilities include:
- Assist in the implementation of program activities on both public and private property, including designing outreach strategies and materials for private property owners, conducting site visits with the project manager to locate trees on private and public property, coordinating and preparing planting data and progress reports;
- Interact with the public and assist in providing technical advice to landowners about proper tree selection and maintenance;
- Assist the Project Manager in developing and implementing a Tree Stewards program that will teach residents about maintenance of trees;
- Gathers and disseminates information concerning agency programs by correspondence, telephone, personal contact, and through public education programs;
- Prepares or develops reports;
- Maintains various logs and records relating to tree planting location and management; prepares, reads and interprets written reports as required; attends meetings and exhibits, as needed;
- Assist in planning, outreach and implementation of GWL events;
- Participate in neighborhood association and community meetings as needed;
- Other duties as assigned;
Qualifications:

- Must share a passion for GWL’s values and vision.
- Bilingual in English/Spanish; Strong verbal and written translation skills a plus.
- Candidate must have at least three years of outreach experience and excellent references;
- Demonstrated outstanding organizational skills along with strong oral and written communication skills and excellent interpersonal skills;
- Ability to balance competing priorities and deadlines and to handle multiple tasks;
- Demonstrated ability to work collaboratively with colleagues;
- Candidate must be a self-starter and work well independently, as well as accept supervision;
- Candidate must be experienced working in multi-cultural settings;
- Candidate must be reliable and flexible and able to work a flexible schedule including some nights and weekends;
- Basic computer skills: Word, Excel, and PowerPoint;
- Experience with desktop publishing and website maintenance are a plus;

Start Date: The candidate must be available to begin work as soon as possible, no later than May 1, 2016.

Compensation: Starting salary range is $35,000 to $45,000 commensurate with experience. Employee benefits include payment of 75% of health and dental insurance, a matched SimpleIRA retirement plan, and excellent paid-time off and other benefits. This position reports to the Community Engagement Director. GWL provides excellent opportunities for advancement and growth within the organization.

Hiring Policy: GWL is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any legally protected status. City of Lawrence residents are strongly encouraged to apply.

To apply: Applications will be reviewed on a rolling basis. Please submit letter of interest describing your relevant experience and interest in Groundwork Lawrence along with your resume by April 25, 2016 to: Groundwork Lawrence, Attn: Human Resources, 60 Island Street, Lawrence, MA 01840, fax: (978) 974 – 0882, or hr@groundworklawrence.org.

No phone calls please. Email inquiries may be sent to hr@groundworklawrence.org