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
You will manage the day to day operations of the Greening the Gateway Cities project. This project seeks to increase urban tree canopy cover for the purpose of reducing heating and cooling energy costs for residents and businesses by planting over 800 trees annually. Studies show for every 1% increase in tree canopy above a minimum 10% canopy cover, the energy benefit is 1.9% reduction in energy for cooling, and 1.1% reduction in energy for heating. This benefit is experienced by all residents of a neighborhood, not just those living adjacent to trees. The Project Manager is responsible for planning and implementing tree planting in public right of ways and private properties as well as working closely with community engagement staff to recruit property owners in targeted neighborhoods.

Urban Forestry Project Manager Responsibilities:
● Guide the planting of trees on private and public property by conducting site visits to locate trees and preparing planting plans.
● Coordinate with municipal forestry staff and prepare planting data and progress reports.
● Provide technical advice to landowners and engagement staff about proper tree selection and maintenance.
● Supervise and train seasonal tree planting crew and other staff and partners as necessary.
● Plan and implement data collection operations.
● Accept tree deliveries from nursery under contract and monitor and assure compliance of nursery stock with contractual agreements.
● Maintain various logs and records relating to tree planting location and management.
● Steward field equipment and planted trees.
● Prepare reports and memoranda using word processing, spreadsheets and databases and communicate with project partners.
● Support outreach to residents and the development of marketing materials for the project.
● Support oversite of contractors and partners responsible for assisting with tree planting activities.
● Participate in GWL community events including Earth Day, Spicket River Cleanup, and Glow Gala.
● Collaborate with local colleagues and organizations to implement new and existing programs.
● Assume other responsibilities as assigned.
Other Responsibilities Include:
- Conduct meetings, task forces and/or conferences with staff and professionals in related disciplines on issues such as meeting program goals, updating arboricultural techniques, and new forest resource management procedures.
- Represent GWL at local public hearings, advisory committee meetings and task forces concerning the project.
- Serve as liaison to municipal, Federal and state agencies and other organizations regarding the project.
- Perform related duties as assigned.

Qualifications:
- Must share a passion for GWL’s values and vision.
- Applicants must have at least two years of full-time or equivalent part-time, technical or professional experience in landscape contracting / arboriculture or any equivalent combination of the required experiences.
- Demonstrated experience working in multi-cultural, inclusive settings.
- Demonstrated outstanding organizational skills along with strong oral and written communication skills and excellent interpersonal skills.
- Basic computer skills: Word, Excel, and PowerPoint.
- Ability to balance competing priorities and deadlines and to handle multiple tasks.
- Demonstrated ability to work collaboratively with colleagues.
- Be a self-starter and work well independently, as well as value collaboration.

Preferred Qualifications:
- Bilingual or ability to communicate in Spanish.
- Knowledge of the principles and techniques of arboriculture.
- Knowledge of the terminology and standard abbreviations used in connection with forest resource management.
- Knowledge of and skills in the types and uses of materials and equipment used in reforestation project management such as laptop computers, flat-bed trucks, multi-passenger vans, and hand tools.
- Knowledge of the safety practices and procedures followed in forest resource management operations.
- Ability to analyze tree health conditions and make arboricultural recommendations.

Compensation: Starting salary range is $35,000 to $45,000 commensurate with experience. Employee benefits include employer payment of 75% of health and dental insurance, an employer-matched SimpleIRA retirement plan, and excellent paid-time off and other benefits. This position reports to the Project Director and is an exempt, full-time position requiring some evening and weekend hours. 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