

# Job Announcement

## Community Education Coordinator

### Open Dates

Rolling Basis

### Department

Education

### Location

Washington, D.C.

### Classification

Full-Time, Exempt

### Employment Terms

At Will

### Reporting to

Director of Education

### Community Education Coordinator Summary

The Community Education Coordinator develops, enhances, and implements programming in adult education, coordinates and instructs classes, manages the Volunteer Pruning Corps training program, and ensures staff and volunteers stay up to date with the cutting-edge urban forestry information. The Community Education Coordinator serves as a member of the Education Team, engaging both internal and external stakeholders, ensuring educational outcomes promote Casey Trees' mission of restoring, enhancing and protecting the tree canopy of the nation's capital.

### Community Education Coordinator Essential Functions

The following essential functions are representative of the Community Education Coordinator including, but not limited to:

- Coordinates and executes trainings for volunteers and staff using best management practices in adult education
- Collaborates with internal/external stakeholders to implement classes related to urban forestry
- Assists with managing the Pruning Corps program from recruiting, training, and coordinating volunteers to collaborating with the Urban Forestry Division to successfully implement program
- Maintains data/records on programs and events to strengthen existing and future programming
- Provides exceptional customer service for internal and external stakeholders
- Supports educational initiatives including citizen science and citizen advocates
- Develops environmental education trainings for volunteers and local communities
- Maintains sound relationships with partners at the Urban Forestry Division, Departments of Parks and Recreation, and other public and private stakeholders and participants of Casey Trees
- Partners with internal and external key stakeholders to ensure service excellence and operational effectiveness in Casey Trees' grants, programs, events, and activities
- Helps to manage volunteers at events and supports youth programming
- Performs other duties, as assigned

### Community Education Coordinator Competencies

- Adult Education
- Environmental Education
- Project Management
- Public Speaking
- Time Management
- Organizational Skills
- Problem Solving/Analysis
- Decision Making
- Safety Orientation

### Position Type/Expected Hours of Work

This is a full-time position, 40 hours per week. The Community Education Coordinator **must be able and willing to work evenings, weekends, and extended hours when needed.**

## **Community Education Coordinator Travel**

Travel is primarily local during the business day, although some out of the area travel and overnights may be expected.

## **Community Education Coordinator Required Qualifications**

- Bachelor's degree in arboriculture, horticulture, landscape architecture, urban forestry landscape management or related field
- Two or more years of experience
- Valid Driver's license and clean driving record
- ISA certification or ability to acquire within the first year of employment
- Must be flexible to work evenings, weekends and extended hours when needed
- A passion for and commitment to urban and community forestry
- Enthusiastic, with a positive attitude and strong work ethic
- Demonstrated interest in Casey Trees' mission
- Excellent written and verbal communication, organizational, and interpersonal skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)

## **Community Education Coordinator Preferred Qualifications**

- Experience with tree planting and landscape operations, tree stock type, tree selection, invasive plants of the Mid-Atlantic and ANSI standards
- Background in adult environmental education
- One to three years of experience in the nonprofit sector
- Proficiency in Salesforce and Adobe Creative Suite

## **Compensation**

Excellent benefits including health, dental, vision, paid holidays, and time off

## **What you will need to apply**

Please enter **Community Education Coordinator** in the subject line of your message and email the following items to the Human Resources Generalist at [jobs@caseytrees.org](mailto:jobs@caseytrees.org):

- Résumé (if applicable)
- Available start date
- Salary requirements
- Contact information for three references

**No telephone calls, please.**

You may also mail these items to:

Casey Trees  
Attn. HR  
3030 12th Street NE  
Washington, DC 20017

Please note that final candidates will be subject to a background check and employment verifications at time of conditional offer.

## **Equal Employment Opportunity Policy**

Casey Trees is proud to be an Equal Opportunity Employer.