



JOB TITLE: Cool Green Trees Volunteer Manager

PROJECT DESCRIPTION: Cool Green Trees (CGT) works to mitigate the effects of Urban Heat Islands in Jefferson County, Alabama. CGT is a project of Cawaco RC&D Council, a 501(c)(3) non-profit. The project goal is to improve the environment and community through trees. CGT uses data-driven research to create projects that mitigate urban heat island effects and associated human health risks. This is the only program of its kind in Alabama and supported by the Jefferson County Department of Health and USDA Forest Service.

LOCATION: Birmingham, Alabama. Requires in person meetings. When appropriate, employees can work from home at the discretion of the Program Director. Some overnight travel may be required to attend training or meetings.

JOB SUMMARY: This position reports to the Program Director and regularly interfaces with other staff as a team. This is a full-time salaried position.

Community Outreach Assistant to the Director:

Serve as a Cool Green Trees advocate with the Program Director for the significant role natural climate solutions play in linking communities, enhancing local economies, improving air quality, and connecting people to nature.

- Establish and maintain community partnerships through meetings, communications, and social media for mutual understanding and cooperation
- Interface with governments and stakeholders including City and County government officials, various health and environmental non-profits, academic institutions, neighborhood associations.

Event/Volunteer Manager:

Coordinate volunteer tree planting events and events with goals to:

- Recruit committed volunteers
- Train the public regarding urban forestry benefits
- Develop corporate and municipal relationships to implement CGT initiatives
- Publicize events through flyers, news outlets, social media
- Organize and provide logistical support for the event with corporate and municipal partners
- Support/supervise volunteers during events
- Establish and implement safety requirements for volunteers during events
- Create final reports for the event that includes a narrative, number of volunteers, and outcomes

Project Stewardship:

- With the other team members, act as a spokesperson for the program in the media, at public meetings and events and with current and prospective donors and other supporters.
- Represent CGT at meetings and presentations in the community and to project stakeholders



QUALIFICATIONS AND SKILLS

Must Have

- Bachelor's degree in communications, forestry, or another applicable field
- Must be a licensed driver
- Strong written, oral, and visual communication skills
- Ability to organize, prioritize and manage multiple projects, track budgets, contracts, and other program commitments
- Experience with Microsoft products (Word, Excel, PowerPoint, Microsoft Teams)
- Proficient in communication of all kinds to all ages and abilities – written, spoken, print, web, social media
- Experience organizing events and motivating others

Nice to Have

- Experience performing fieldwork outdoors with trees and/or plants.
- Experience using an online database. Experience with online tree mapping software like USFS i-Tree Suite
- Bilingual in Spanish/English.
- Knowledge and/or experience in arboriculture, horticulture, urban forestry, landscape management or design, or related fields.

Preferred Characteristics

- Personable, outgoing, diplomatic, strong team player
- Strong organizational skills and punctual
- Passion for trees, equity, and access to nature for everyone

SALARY AND BENEFITS

Salary: Competitive salary commensurate with experience. Range 45,000-55,000.

Benefits: Cawaco offers employees access to health, dental, and vision insurance (or stipend) and matches retirement contributions up to 3%. The benefits of this position include a flexible schedule (must be available during standard working hours between 8am – 5pm) and a generous time-off schedule (vacation, sick-leave, personal). Employees will be expected to follow Cawaco's policies and procedures as described in the Personnel Manual.

How to Apply

Applicants should submit a letter of interest and a current resume by October 15, 2024, here: [Application for Cool Green Trees Volunteer Manager](#)

Cawaco RC&D Council is an equal-opportunity employer.