New Jersey Tree Foundation

Hiring Announcement – Renaissance Trees Program (RTP) Coordinator

The New Jersey Tree Foundation is a statewide 501(c)(3) nonprofit organization dedicated to planting trees in New Jersey’s most urban neighborhoods, where the need is greatest. Through tree planting, volunteerism, and partnerships, we assist numerous communities in improving their environment and quality of life.

If this is appealing to you, please consider this opportunity to join us. At the NJ Tree Foundation, we value environmental justice, diversity, collaboration, and finding joy in the work we do. We work from home when we are not in the field, we help each other, and we are committed to quality and best practices. We are looking forward to welcoming a new member to our team.

We are seeking a Program Coordinator to lead our Renaissance Trees Program, planting trees in Newark and other cities in NJ. As the RTP Coordinator, you will be responsible for all aspects of planning and implementing tree planting projects and programs for RTP cities.

RTP Program Coordinator Job Description

The RTP Coordinator runs the Renaissance Trees Program - leading tree plantings and organizing volunteers. Job responsibilities include:

- Find, recruit, and organize community groups, organizations and volunteers to conduct tree plantings.
- Design, map, and implement planting projects, order and take delivery of trees and planting supplies.
- Secure required permits and One-call mark-outs for utilities, coordinate concrete removal where necessary.
- Maintain photographic records of each project from start to finish, and update and maintain NJTF social media. Contribute narratives & photos to the NJ Tree Foundation annual report.
- Assist the Executive Director and other NJ Tree Foundation program staff with their tree plantings, maintenance and educational projects, and programs.
- Develop and implement hands-on training programs and workshops.
- Provide technical assistance/presentations to volunteer groups, individuals, etc., as requested.
- Maintain accurate records of all expenditures for each project and supply receipts to the Executive Director. Write interim/final reports for grants and maintain grant records.
- Regular maintenance of RTP truck (schedule and bring truck for oil changes, inspection, repairs, etc.).
- Assist the NJTF grant writer with finding and researching funding opportunities, and help to write grants for said Programs and Projects.
RTP Coordinator Salary and Benefits

- Salary $40,000 – $43,000 per year commensurate with experience
- 37.5-hour work week, flexible hours, compensatory time for any hours over standard work week
- Medical benefits
- 403(b) retirement plan
- Paid vacation, sick, personal, and holidays
- Home office but must regularly be available to work in the field
- Vehicle provided for NJTF work
- Professional development (training, conferences, workshops, etc.)

Qualifications & Skills

- Community organizing
- Excellent interpersonal skills
- Project management experience a plus
- Experience planting and maintaining trees a plus
- Able to plant 2.5” caliper street trees

Education & Licenses

- Valid NJ Driver’s License

The New Jersey Tree Foundation is an equal opportunity employer and is committed to diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, gender, gender identity, national origin, age, disability, veteran status, or other characteristics protected by law.

Please submit your resume and a short (one page) statement of interest including relevant experience to pzipse@njtreefoundation.org

For additional information about NJTF please visit our website njtrees.org and social media @NJTrees

Target start date is August 1, 2023. Accepting resumes until July 15, 2023 or until the position is filled.