



Job Announcement – Director of Programming and Outreach

Are you passionate about trees and community engagement? Join Greenscape of Jacksonville, Inc. in our mission to expand Northeast Florida's tree canopy and grow our community of tree advocates. The Program Director will direct and oversee Greenscape's programs, from volunteer-based tree plantings to communicating with public officials to offering programs for schools and more. Working closely with staff, the director will oversee the daily operations of projects, develop new projects, track metrics, collaborate across the organization, and ensure projects are on schedule and on budget. They will seek new opportunities and partnerships through ongoing collaboration with the city, community groups, residents, and other nonprofits.

Essential Functions:

- Oversee the daily operations of all programs
- Work with staff to see that projects are on time and on budget and meeting grant requirements
- Develop tools and metrics to measure and assess projects
- Collaborate and communicate across the organization
- Communicate with and track volunteers using Bloomerang
- Manage volunteers during programs
- In collaboration with partners and liaisons, identify opportunities for new projects and programs
- Write grants for specific project funding

Requirements:

- Bachelor's degree in science field or education. Additional industry training desirable.
- 3 – 5 years of experience managing programs around issues of urban forestry and/or ecology, and environmental justice
- Experience in the fields of environmental science, arboriculture and/or nonprofit management
- Understand the ecosystem benefits of trees
- Understand trees as tool for environmental justice, resilience, and green infrastructure
- Live in Northeast Florida
- Driver's license and good driving record
- Availability to work some Saturday or evening events
- Able to lift at least 25 lbs
- Pass a background check

Skills:

- Strong people and management skills
- Excellent communication skills
- Proficient in Microsoft Office Suite, Google Drive, and Canva
- Ability to take initiative and be a self-starter
- Cultural awareness and sensitivity

Salary:

Full time, \$45,000 - \$55,000, plus health benefit stipend; vacation, sick and holiday PTO.

How to apply: The application period will remain open until the position is filled. Your submission will be acknowledged and you will be notified if the position has been filled.

Please submit the following:

1. One-page cover letter summarizing your experience and interest in the position.
2. Resume with references.

Please submit to info@greenscapeofjax with "Program Director" in the subject line.

Greenscape of Jacksonville, Inc. is the oldest nonprofit tree advocacy organization in the State of Florida and the second oldest in the country, credited with adding 350,000 trees to the urban canopy of Northeast Florida. The organization hosts volunteer tree plantings with a focus on Tree Equity, Heat Islands, and Resiliency. It also advocates to the public and officials for sound urban forestry management practices. Greenscape won 2021 Outstanding Project of the Year and 2022 Outstanding Tree Advocates from the Florida Urban Forestry Council. To see our projects, find us on Facebook, Instagram, LinkedIn, Twitter or www.greenscapeofjax.org.

Greenscape of Jacksonville is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.