

# **NC Urban Forest Council**

## **Program Coordinator**

### **Job Description**

#### NCUFC Goals & Mission:

The Mission of the Council is to advocate the sustainability of North Carolina's urban forests through the use of economic, human, and environmental resources.

#### NCUFC Goals

- Inform and educate the Council membership and general public through various media and methods to equip and empower the people of North Carolina to fulfill the mission of the Council.
- Promote public interest and participation in the Council's mission and maintain a high standard of professionalism and relevance in the eyes of the citizens of North Carolina.
- Encourage professional development by providing forums to exchange ideas and foster individual growth and maturity.
- Engage in strategic planning and advocacy to move the organization forward with vision while monitoring and pursuing issues that concern the mission of the Council.
- Identify resources needed to sustain the organization in its pursuit of the stated mission, including financial, human and environmental resources.

Job Purpose: The Council Program Coordinator shall provide support for all programs for our non-profit organization, including program logistics and administration, social media, and community outreach. The person in this position is responsible for scheduling meetings or special events; responds to inquiries about events and initiatives from the members; assists in the creation of promotional materials and informational mailings; generates reports detailing status of programs and projects. The person in this position shall be guided by the priorities and directives provided by the Executive Director and the NCUFC Board Members in annual/multi-year work plans and other board strategic planning initiatives. Responsibilities include, but are not limited to, the following:

#### *Administrative (40% of time)*

- Work with Executive Director to coordinate the event calendar
- Create and maintain website content updates
- Create and distribute workshop/training announcements
- Maintain membership records in CRM
- Maintain and update mailing list for members, announcement notices, and newsletter distribution
- Occasional evening and weekend functions and travel may be requested

#### *Statewide Meetings and Event Planning (40% of time)*

Oversee Board organization of Carolina Canopy Workshop Series, state-wide annual conference, and any additional workshops, including:

- Coordinate and assist with local arrangements for annual conference – lodging, facilities, and catering
- Develop and mail announcement flyers, send e-mail notices and post on website
- Manage and confirm registrations associated with conference, workshops, and meetings
- Send out confirmations and reminders to attendees prior to events
- Register for CEUs from appropriate professional organizations and manage certification process

- Coordinate evaluations of meetings
- Work with E.D. to ensure all trainings and events have in-person assistance to handle any in-person registrations, event coordination, and CEU handling

*Social Media and Public Relations (15% of time)*

- Work with the Executive Director to develop annual social media marketing campaign on all social media platforms, including Twitter, Facebook, Instagram, and LinkedIn; post social media updates; and maintain social media platforms.
- Develop and manage Arbor Day education and outreach campaigns
- Update and maintain the NCUFC tabletop display
- Assist with development, design, and editing of NCUFC educational and promotional brochures and other materials, including t-shirts and giveaway items

*Executive Committee Support (5% of time)*

Work to develop and implement the goals and agenda set by the Board:

- Participate in the annual strategic planning retreat
- Assist with the development of the agenda for board meetings and strategic planning retreat
- Assist committees to support Board of Director agenda, goals, objectives, strategies, and fundraising
- Other activities as determined by the Executive Director and Board

Education and Experience:

Associate degree and above. In lieu of education, 5-years of work experience will be considered.

Communications and database management experience is required.

Customer service and event planning and knowledge of horticulture or arboriculture preferred, but not required.

Knowledge, Skills and Abilities:

1. Ability to plan, prioritize and organize work and complete assignments with minimal supervision.
2. Requires good communication skills, both verbal and written.
3. Requires ability to typically work a schedule consisting of normal business hours (8am – 5pm) or a portion thereof amounting to an average of 8 hours per day. Some nights and weekends occasionally.
4. Ability to successfully prioritize multiple projects and complete projects within project deadlines.
5. Requires a current driver's license and a good driving record.
6. Requires good computer skills (Windows, Microsoft Office software, CRM database management).
7. Knowledge and understanding of urban trees and forests indigenous to North Carolina and the southeastern U.S. would be beneficial.
8. Requires an enthusiastic, friendly, positive, and diplomatic personality.
9. Requires a detail-oriented, self-driven and result conscious work ethic.

**Benefits:**

- Salary Range = \$40,000 - \$50,000 per year.
- Ten (10) days of paid time off (PTO) provided (annual rollover of PTO not to exceed 5 days).
- Ten (10) days of paid holidays also provided.
- The position works from home with Council provided laptop and printer.
- Working hours can be flexible during the regular work week, upon approval of the Executive Director or Board.

**Conditions of Employment:**

NCUFC may require a background check to be conducted on final applicants applying for any position with the NCUFC. The type of information that will be collected as part of a background check includes, but is not limited to: reference checks, social security verification, education verification, criminal conviction record check, and, if applicable, a credit history check, sex offender registry and motor vehicle records check.

Background checks must be in compliance with all federal and state statutes, such as the Fair Credit Reporting Act (FCRA). The checks must be consistent with the guidelines set forth by these laws requiring organizations to obtain a candidate's written authorization before obtaining a criminal background report, motor vehicle records check or credit report; and to properly store and dispose of information derived from such reports.

Final candidates may be required to pass a pre-employment drug-screening test. During the selection process, candidates may be asked to take a skills test, and/or participate in other assessments.

**Applying for the position:**

Send resume, highlighting experience related to the job description, and the names and contacts for 3 professional references to Kim Strazisar ([ncufc1@gmail.com](mailto:ncufc1@gmail.com)) by December 20, 2024.