Title: Community Greening Program Manager
Reports To: OPRF Executive Director
Salary: $62,500/Annual with benefits
Employee Status: 1.0 FTE

THE ORGANIZATION  Founded in 1981, the Oakland Parks and Recreation Foundation (OPRF) partners with local communities and neighbors, civic and cultural leaders, donors and the City of Oakland to support city parks and expand recreational opportunities citywide. OPRF works across four key program areas to support Oakland’s parks, recreation and public culture: public/private partnerships, fiscal sponsorship, advocacy, and scholarships. To find out more see www.oaklandparks.org

OPRF is a partner in the ‘Better Neighborhoods, Same Neighbors’ Initiative, a community-led project that features affordable housing, urban greening, an aquaponics farm, and youth development and active transportation projects in East Oakland. The “Better Neighborhoods, Same Neighbors” Initiative builds on decades of activism in East Oakland, and the recent East Oakland Neighborhood Initiative (EONI), a partnership between the City of Oakland and twelve community-based organizations focused on equity-based planning for “Deep” East Oakland. In July 2020, the California Strategic Growth Council’s Transformative Climate Communities (TCC) Program awarded the “Better Neighborhoods, Same Neighbors” Initiative with a $28.2 grant to implement five projects over a four-year timeframe.

THE POSITION  The Community Greening Program Manager will coordinate with residents, property owners, community organizations, recreation centers, schools and training centers, and public agencies to plan and implement community tree planting projects in the 5 square mile area in East Oakland. The Community Greening Project aims to plant over 500 trees annually in neighborhoods in the East Oakland project area using a community planting model involving tree recipients, community partners, neighborhood volunteers, and TCC partners. This position is fully funded by the TCC grant and will work closely with TCC partners to ensure that OPRF meets annual goals.
The Community Greening Manager serves as the first point of contact for residents throughout the ‘Better Neighborhoods, Same Neighbors’ project area. The Community Greening Program Manager identifies new supporters and builds relationships with residents and other stakeholders in the area with the goal of increasing demand for new trees while building green equity and community connections. It requires a background in community organizing and technical knowledge of the tree planting process. Work involves a combination of office and field work including digital communications, database management, public speaking, and stakeholder facilitation. Strong people skills and experience are required, along with familiarity with East Oakland’s diverse neighborhoods and high-level cultural competency. This position reports to the OPRF Executive Director.

**DETAILS AND RESPONSIBILITIES**

The Community Greening Program Manager will be responsible for program outreach and tree planting technical management.

**Program Outreach**

- Represent OPRF at “Better Neighborhoods, Same Neighbors” TCC Collaborative Stakeholder committee and other community meetings.
- Produce posters, fliers, brochures and other promotional and educational materials, such as social media, website content and hands-on activities.
- Educate residents, business owners, community organizations and neighborhood leaders about the TCC Community Greening Project and the benefits of urban greening.
- Ensure program goals are met in collaboration with TCC Project Manager and the Black Cultural Zone to recruit potential volunteers through canvassing campaigns, mailings, tabling, virtual or in-person community meetings, and social media communication.
- Provide timely, accurate, and well-organized information to stakeholders.
- Completes project reports in a timely fashion with complete and accurate information, enabling others to report to funders.
- Gather community feedback on placement of street trees

**Tree Planting Technical Management**

- Manage all aspects of the tree planting process including communications with business and homeowners, contractors, City of Oakland permitting departments in compliance with Oakland Public Works.
- Coordinate planned placement with TCC Project Manager and the City of Oakland’s Tree division through mapping resources.
• Adhere to the process of tree planting, including site readiness, concrete or sign removal.
• Communicate with stakeholders such as for relocations of signs, concrete cut and other activities that may impact the public.
• Place orders at nurseries including determining times and locations of deliveries, or arranging pickups.
• Facilitate orders for tree guards, determine locations and installation and coordination with City of Oakland permitting departments in compliance with Oakland Public Works.
• Coordinate planting events and communicate with event hosts, business and property owners about to receive trees.
• Supervise, recruit, and facilitate training for volunteers, such as tree planting leaders and neighborhood organizers who advocate for trees in their community.
• Coordinate tree maintenance, including summertime watering, pruning, repairing stakes and reporting problems.
• Create a tree map of anticipated and completed tree planting.
• Ability to travel around Oakland is required for this position
• Ability to Lift 40 pounds.

EXPERIENCE & REQUIREMENTS
• 2-3 years experience in tree planting, environmental justice organizing, community outreach, and education, prefer experience in Oakland.
• Knowledge and understanding of the principles of urban greening and urban forestry.
• A passion for urban sustainability and commitment to inclusive community engagement.
• Black, Indigenous, and People of Color are encouraged to apply.
• Fluency in Spanish is highly desirable but not required to excel in this position.
• Excellent organizational and project management skills with the ability to manage competing priorities.
• Comfort and skill in communicating and collaborating with diverse audiences.
• Excellent writing, editing, verbal, presentation, and analytical skills.
• Flexible work environment including zoom and outdoors settings.
• Preferred qualification as ISA Certified Arborist

CONTACT
The Oakland Parks and Recreation Foundation is an equal opportunity employer and will consider candidates with diverse backgrounds and experiences. If you are interested in being considered for the position, please send a cover letter and resume via email to careers@oaklandparks.org.