



Site Preparation Coordinator

Baltimore Tree Trust

Established in 2008, Baltimore Tree Trust is a 501(c)(3) non-profit that supports healthy and vibrant neighborhoods through community-led tree planting initiatives, career readiness training, and forceful policy advocacy. By aligning the goals of urban forestry and natural areas conservation with other critical value systems, Baltimore Tree Trust is committed to a vision of a more socially and economically inclusive city. Our staff proudly reflects the diversity of Baltimore itself, and we encourage candidates from a wide range of backgrounds and life experiences to apply. Baltimore Tree Trust is an equal opportunity employer. For more information, visit us online at baltimoretreetrust.org.

Position Description

The Site Preparation Coordinator is responsible for the field operations of Baltimore Tree Trust's concrete removal and stump grinding crews as they prepare sites for tree installation. This role includes providing logistical guidance and assistance, ensuring proper project tracking, assessing sites for future projects, and evaluating completed work for quality assurance/control purposes. The Site Preparation Coordinator will report to the Neighborhood Forestry Director.

The Site Preparation Coordinator's responsibilities include, but are not limited to:

- Oversee site preparation field crew and day-to-day logistics of site preparation projects, i.e., concrete removal and stump grinding, with the goal of creating more plantable locations for trees in Baltimore City
- Perform site assessments throughout Baltimore City to scout and develop site preparation projects that will enable the growth of the city's urban forest
- Maintain compliance with city agency standards for site preparation projects conducted in the public right-of-way, including proper permitting and utility marking
- Ensure tracking of daily, weekly, and seasonal performance metrics for site preparation projects for grant reporting and return on investment analysis
- Assess and document completed site preparation projects and coordinate with field crew to remedy any issues in a timely manner
- Document and report incidents involving member(s) of site preparation field crew
- Communicate regularly with site preparation project stakeholders (e.g., contractors, vendors, clients, community members)
- Collaborate with Neighborhood Forestry Director and other operations staff to solicit fee-for-service site preparation projects, create quotes, generate contract bids, and coordinate invoicing

Qualifications

- At least 1 year of experience working in the environmental field, or an equivalent combination of education and professional experience



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- At least 2 years of experience working in an administrative setting, or an equivalent combination of education and professional experience
- Confident communication skills, including writing and public speaking
- Demonstrated ability to work independently and as part of a team
- Problem-solving and decision-making skills
- Excellent organizational skills and ability to handle multiple projects
- Proficiency with G-Suite and familiarity with geographic information systems (GIS)
- Familiarity with Baltimore City and its neighborhoods

Classification

Full Time, Non-Exempt

Compensation

Beginning at \$50,000 per year, commensurate with experience. In addition to health, dental, and retirement benefits, Baltimore Tree Trust is proud to offer additional benefits for our employees including but not limited to generous vacation time and professional development opportunities

Term of Employment

At Will, position start date on or after July 15, 2024

To Apply

Please email a copy of your resume and a cover letter to jobs@baltimoretreetrust.org

Baltimore Tree Trust is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We encourage applications from all qualified individuals and do not discriminate, and will not tolerate discrimination, on the basis of race, ethnicity, color, religion, sex, pregnancy, gender, gender identity or expression, national origin, sexual orientation, age, national origin or ancestry, genetic information, political affiliation, physical or mental disability, military or veteran status, or any other protected status under federal, state or local law. Our employment decisions are solely made according to qualifications for the positions.