

MILLIONTREESNYC MANAGER

Industry: Not-for-Profit – Environmental
Department: MillionTreesNYC
Reports to: Vice President, MillionTreesNYC
Date posted: June 22, 2010
Salary: Commensurate with experience



To address the needs of New York City's growing population, New York City Mayor Michael R. Bloomberg announced on Earth Day 2007 that community greening and urban tree planting would be a major priority of PlaNYC – the city's long-term sustainability initiative. Recognizing the benefits trees provide New York City's residents, neighborhoods and environment, PlaNYC established the ambitious goal of planting one million new trees throughout the city's five boroughs over the next decade.

MillionTreesNYC is a partnership between Mayor Bloomberg's PlaNYC initiative, the New York City Department of Parks & Recreation and New York Restoration Project (NYRP), as well as community, non-profit, government and corporate partners throughout the city.

The MillionTreesNYC Manager reports to NYRP Vice President, MillionTreesNYC.

PRINCIPAL DUTIES & RESPONSIBILITIES

Under the direction of the Vice President, MillionTreesNYC, the MillionTreesNYC Manager will provide project management assistance in all aspects of implementing NYRP's MillionTreesNYC campaign. Duties will include, but are not limited to, the following:

- Manage elements of program development and implementation for the MillionTreesNYC Community Partner Tree Giveaway program
- Coordinate and manage cataloging and mapping of private tree plantings by homeowners, developers, large landowners, landscape contractors and nurseries
- In partnership with the Parks Department, manage content updates to the MillionTreesNYC web site, as well as quarterly MillionTreesNYC e-blasts
- In partnership with the Parks Department, manage e-mail responses to inquiries and comments addressed to the general MillionTreesNYC inbox
- Draft MillionTreesNYC marketing materials including brochure copy, talking points, fact sheets, PowerPoint presentations and scripts
- Facilitate production of MillionTreesNYC events, such as NYRP tree planting and stewardship workshops; in partnership with the Parks Department, coordinate MillionTreesNYC presence at citywide and neighborhood festivals, fairs and conferences
- Provide daily administrative assistance to the Vice President, MillionTreesNYC, including drafting and editing correspondence, answering phones, photocopying, data entry and organizing mailings
- Act as liaison to the New York City Parks Department's MillionTreesNYC team when appropriate
- Other duties as assigned by the Vice President, MillionTreesNYC

SKILLS & QUALIFICATIONS

- Bachelor's Degree
- Three to four years government and/or non-profit experience
- Strong project management skills – ability to simultaneously carry out multiple assignments
- Exceptionally strong writing and editing skills across a wide range of styles
- Creative, passionate and professional individual eager to make a difference
- Microsoft Word, Excel and PowerPoint proficient

PROFESSIONAL EXPECTATIONS

- Close attention to highest quality of work and detail
- Strong organizational and project management skills
- Commitment to apply critical thinking to all aspects of the job
- Creative, passionate and professional individual wanting to make a difference a must

Interested parties are invited to forward a cover letter and resume to hr@nyrp.org. Please include MillionTreesNYC Manager in the subject line.