

MILLIONTREESNYC PROJECT COORDINATOR

Industry: Not-for-Profit – Environmental
Department: MillionTreesNYC
Reports to: MillionTreesNYC Senior Project Manager
Date posted: July 8, 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.

To learn more about NYRP and the MillionTreesNYC Initiative, please visit www.nyrp.org and www.milliontreesnyc.org.

Principal Duties and Responsibilities

- Under the direction of the NYRP Vice President for Horticulture and Construction and the NYRP Sr. Project Manager, manage multiple tree planting projects at publicly-accessible properties.
- For each project site, develop, review and implement landscape design and tree planting plans.
- For each project site, manage the planning, property demolition and excavation, tree selection, planting, landscaping, and stewardship implementation.
- Serve as an NYRP liaison landowners and managers responsible for properties where NYRP is planting trees.
- Manage day-to-day relationships with landscape designers, nurseries, construction companies and other third-party contractors.
- Assess work performed by contractors including post-planting field inspections.
- Promote and implement proper tree planting, tree health and tree maintenance practices.
- Assist with the planning and implementation of NYRP corporate and community volunteer tree planting days and homeowner tree giveaway program.
- Catalog tree planting by NYRP and its partners.
- Prepare reports, budgets, strategic plans and correspondence to support tree planting activities.
- Represent MillionTreesNYC efforts at public and community meetings, conferences and events.
- Other duties as assigned by the NYRP Vice President for Horticulture and Construction and the NYRP Sr. Project Manager.

Required Experience, Skills & Characteristics

- Bachelor's degree, Preferred
- Creative, passionate and professional individual wanting to make a difference a must
- 2 or more years of professional project management, construction management or any equivalent combination of education and experience
- Exceptional project management skills – ability to simultaneously carry out multiple large-scale projects at one time
- Ability to thrive in a results orientated environment a must
- Strong written and oral communications skills – including presentation skills
- Advance knowledge of the science of arboriculture, horticulture or forestry

- Working knowledge of neighborhoods throughout New York City's five boroughs preferred
- Microsoft Word and Excel proficient
- Adobe Creative Suite proficient
- Landscape design, urban forestry, AutoCAD and/or GIS mapping experience preferred

Interested individuals are encouraged to send a cover letter and resume by email to HR@nyrp.org or standard mail to 254 W. 31st Street, 10th Floor, New York, NY 10001.