



# Urban Forestry and Gardens Manager

**OBJECTIVE:** Direct the organization's Community Gardens program and Urban Forestry/Greening work. Both direct –service programs often operate out of office, so their management requires a leader who is comfortable both with high level decision-making, and supporting staff in hands-on problem solving in the field.

Direct the organization's Urban Forestry/Greening work. Collaborate with Capital Roots' youth development program for involvement in urban tree plantings and landscaping projects. Balance an entrepreneurial mindset with a deep connection to community, the urban environment and collaborative problem solving.

## QUALIFICATIONS:

- BS in arboriculture, plant science, forestry, urban forestry, or a related field and 3-5 years relevant experience to include landscape design, installation and project management.
- In-depth knowledge of ideal street tree varieties, factors influencing their mortality and longevity, as well as the horticultural and societal efforts required to maintain a healthy urban forest.
- Excellent management and communication abilities. Works effectively, both independently and within team settings
- Demonstrated ability to problem solve, collaborate and communicate with diverse audiences. Experience engaging volunteers and youth.
- Must have a high energy level, experience managing employees, and possess a genuine interest in Capital Roots' mission
- Candidates must be comfortable working outside in all weather, and be able to lift 50 pounds
- Must have a valid driver's license with the ability to drive and a driving record acceptable for insurance coverage
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The duties listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## ESSENTIAL DUTIES:

- Supervise, support and supplement these two teams to ensure their programs' efficiency and success
- Manage the activities of two Garden Coordinators to maintain gardens and support gardeners as they communicate clear expectations, distribute resources, and cultivate relationships. Facilitate their ability to:
  - Apply Capital Roots' community gardens model consistently across our four-county service area
  - Execute yearly maintenance plans for existing gardens and develop plans to secure and construct new sites.
  - Guide interns, volunteers and garden leads through registrations, work parties and essential garden functions
- Supervise the work of the Forestry Coordinator in executing a community-based bare-root tree planting program.
  - Guide Coordinators' use of resources and labor to achieve street tree planting goals.
- Market, design and oversee installation of sustainable horticultural projects, such as rain gardens, green roofs, and native and edible landscaping, for individuals, partner agencies and municipalities.
- Perform site analysis, prepare project estimates, develop budgets and attain permits, etc., as necessary.
- Solidify the maintenance plan for The Grow Center's grounds to utilize staff and our extensive volunteer network to advance greening goals through propagation and full use of all growing spaces.
- Support team to maintain regular reporting and data collection efforts including those associated with programmatic outputs, financial information, grant deliverables and others requirements as needed
- Collaborate with other members of the Capital Roots Management team to create cross-program collaboration and efficiency, create staff development opportunities and cultivate our unique organizational culture;
- Other duties as assigned by Chief Program Officer and CEO.

**USEFUL KNOWLEDGE, EXPERIENCE, SKILLS:**

- GIS, landscaping and estimating software.
- Plant propagation, greenhouse growing
- General construction, carpentry, overall 'handiness' and comfort with power tools
- Positive Youth Development, conflict resolution and community organizing
- Horticulture, garden tool and outdoor equipment knowledge

**SALARY & BENEFITS:** This is a full-time non-exempt position (40 hours per week) paid hourly (\$25.00/hour) at an annual rate of \$52,000 per year, in a flexible work environment. Excellent benefits including monthly medical and dental insurance premiums paid by Capital Roots upon hire. The average employee saves \$11,900 annually thanks to 100% employer-paid health premiums. In addition to generous vacation time, we observe 11 paid holidays – including four floating holidays – and offer paid personal and sick time. You also have the option to enroll in our 403b retirement plan.

**About Capital Roots:** Capital Roots is striving to create a more vibrant and equitable food system in New York's Capital Region. We work to reduce the impact of poor nutrition on public health in New York's Capital Region by organizing community gardens, providing healthy food access, offering nutritional and horticultural education for all ages and coordinating urban greening programs in Albany, Rensselaer, Schenectady and southern Saratoga Counties. Our mission is to cultivate and nourish communities by creating equitable access to fresh foods and green space in support of a robust regional food system. **To learn more go to [www.capitalroots.org](http://www.capitalroots.org).**

Capital Roots is an Equal Opportunity Employer that is committed to creating a multicultural organization. We actively seek a diverse pool of candidates for this position, especially candidates of color. We seek to foster diversity across our organization and welcome the unique contributions our team members make based on their diverse perspectives, backgrounds, and lived experiences.

**Send cover letter and resume (no calls please) to:** Brian Adams, CPO – Cultivation | 594 River Street, Troy NY 12180 | email: [cpocultivation@capitalroots.org](mailto:cpocultivation@capitalroots.org)