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## California Urban Forests Council Program Director Job Description

- Job Title:** Program Director: United Voices for Healthier Communities, "Healthy CommuniTrees Project"
- Reports to:** Executive Director
- Term:** Subcontractor – Outside Services; 8 to 10 month duration
- Hours:** Part-time, 20 hours per week: must be able to work flexible hours including some evenings and weekends.
- Submittal:** Please send cover letter and resume to: [caufc@caufc.org](mailto:caufc@caufc.org). Resumes will be accepted until position is filled.

### POSITION DESCRIPTION

Under the supervision of the Executive Director, the Program Director is responsible for the successful management, coordination and fiscal oversight of the United Voices for Healthier Communities Program, including but not limited to working with statewide and local program partners; organizing three regional tree planting events, managing relationships with tree recipients (local planting partners); developing, planning, and managing trainings and events; developing other educational opportunities ; and overseeing the planning and logistics, and implementation, of the statewide tree planting project on 10/23/2010 plus program wrap-up, including addressing remaining deliverables, information gathering, and reporting.

### QUALIFICATIONS

- A Bachelor's degree or equivalent experience or an equivalent mix of education and experience, in urban forestry, forestry, arboriculture, horticulture, environmental services, landscape architecture or a related field.
- Four years of program experience in urban forestry, forestry or arboriculture
- Two years of non-profit experience
- Proficiency in Windows based computers, software, and internet programs

### KNOWLEDGE AND ABILITIES

- Ability to supervise, plan and coordinate programs
- Knowledge of principles, practices, and activities of urban forestry programs
- Knowledge of sources and availability of information pertaining to urban forestry
- Familiarity with other California urban forestry organizations and agencies
- Good oral and written communication skills
- Principles of general non-profit administration, including, but not limited to, budget preparation and control, maintenance of accurate and complete records, and grant reporting
- Working knowledge of all components of MS Office and database programs.
- Public information and marketing techniques
- Ability to prepare and write complete and accurate reports
- Ability to work independently as well as with a wide variety of individuals and organizations
- Demonstrates enthusiasm
- Strives for excellence



## MAJOR DUTIES AND RESPONSIBILITIES

### Program Activities – 85%

- Oversees all activities including the development, budgeting, marketing, promotion, delivery, and high quality outcomes of the UV2 program including but not limited to contracts; workshops; trainings; timelines; materials ordering and delivery; website updates; partner, sponsor and other relationship building; and communications, etc
- Works directly and regularly with statewide partners (WCISA & Dave Roger) and local program partners in Fresno, Lompoc and San Diego, including Regional Councils, to ensure successful implementation of the UV2 program
- As needed, negotiates contracts for materials, facilities, catering, and other event needs
- Coordinates logistics for events with local partners (i.e. - registration, catering, speakers, printing, etc.)
- Responsible for day-to-day activities relating to the UV2 program (correspondence, email, database management, etc)
- Track “tree recipients” progress in partnership with local partners, consult and make changes as appropriate
- Ensures compliance for all contractual obligations related to program activities
- Assists in recruiting and enrolling financial and in-kind sponsorships to expand the success of the UV2 program.

### General Management – 15%

- Manage UV2 program budget for inclusion in the overall CaUFC budget.
- Prudently manages UV2 program budget to stay within budget guidelines and work within the prescribed timeline
- Submits timely financial reports for the preparation of monthly bill payments and maintenance of bookkeeping records.
- Acts on behalf of the Executive Director when necessary and carries out other duties as assigned.

Detailed measurable duties will be determined between the Executive Director and the Contract Program Manager at the beginning of the contract and as needed and jointly agreed upon.

**To Apply: Please send cover letter and resume to: [caufc@caufc.org](mailto:caufc@caufc.org). Resumes will be accepted until position is filled. Please, no phone calls about this job.**