Tower Hill Botanic Garden believes diversity in nature promotes a healthy, vigorous garden. We believe that diversity among our staff promotes a healthy work environment and a vigorous organization. We recruit, employ, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. We believe in diversity of race, gender identity, sexual orientation, religion, ethnicity, national origin, ability, and all the other traits that make us unique. Tower Hill is an equal opportunity employer.

The Coordinator of Outreach & Community Engagement, will support Tower Hill’s mission to connect people with plants, focusing primarily on community engagement in the greater Worcester urban environment. The coordinator will engage with community members and industry partners, organize community education programs and coordinate community volunteer projects to support greening initiatives in cities and towns. Reporting to the Director of Outreach & Community Engagement, the coordinator will interact with Tower Hill's managers and staff as required. The role requires strong initiative, coordination and collaboration skills, the ability to manage time efficiently and to represent Tower Hill in the community.

**Responsibilities:**

- Lead field work for volunteers of all ages and from a variety of backgrounds, including proper tree pruning, public site maintenance, tree planting and establishment care.
- Coordinate with middle schools, high schools and other youth programs to deliver THBG classroom programs.
- Coordinate with nonprofits, companies and various institutions to deliver THBG off site workshops to adults and industry professionals.
- Coordinate community volunteers with community greening projects that include seasonal tree planting, tree care and other urban greening programs.
- Deliver off site THBG greening workshops to youth, adults and professionals in the greater Worcester community.
- Coordinate with community leaders to identify communities with a need for community skills education programs.
- Working with the Director of Outreach &Community Engagement, coordinate appropriate instructors to provide community programming.
- Create or organize weekly news article for the THBG e-newsletter & other marketing support as needed.
- Obtain, organize and record all relevant data related to each program including communities served, attendance, program partners and feedback gathered from each program.
• Initiate new topic ideas as a response to feedback gathered from pertinent communities.
• Keep the Director of Outreach & Community Engagement and relevant THBG staff informed of inventory levels of educational materials and tools.
• Participation in industry related conferences as well as visiting other agencies’ community boards.

Requirements:
• Ability to work in the field with trained volunteers: includes tree pruning, weeding urban garden sites, planting trees and planting perennials and annuals.
• Travel will be required to locations for pruning and site care. Use of THBG vehicle will be available for these events.
• Travel will be required for off site training programs, as needed. Use of THBG vehicle will be available for these events.
• Ability to flex in work schedule to accommodate frequent Saturdays, seasonally.
• Ability to juggle priorities and work independently.
• Sense of humor and commitment to mission, positive attitude, interest in learning new things and strong work ethic.
• Experience working with youth in an urban environment, a requirement.
• Ability to clearly communicate in writing and verbally to build partnerships, organize events, coordinate class instructors, and communicate with volunteers, students and the general public.
• Ability to maintain effective relationships with staff, community leaders, elected officials and business leaders.
• Strong personal and professional integrity with the ability to maintain confidentiality.
• Proficiency in Microsoft Office Suite and the ability to learn other technology as needed.

Leadership and Interpersonal Relations
The Coordinator is expected to work with staff in the areas of professional development, understanding of the Outreach department’s role in the larger THBG organization, and compliance with THBG policies and procedures. The Outreach Director will provide a stable supervisory environment for staff who may be working at a variety of locations, and to ensure that the Outreach Coordinator has the opportunity to forge a connection with other Tower Hill departments and to make use of Tower Hill resources as needed.

Schedule
• The 40-hour weekly schedule is typically Monday-Friday. However, the Coordinator’s schedule must be flexible to be available as needed for weekend and evening commitments. Prior notice will be given as early as possible.

Physical Demands / Working Conditions:
• Must be able to lift 50 lbs.
• Must be able to work with appropriate computer and communications equipment.
• Must be willing to coordinate year round outdoor events in a variety of weather conditions. (Events are canceled in the event of extreme weather).
• Must be able to bend, squat, kneel, stand and walk for extended periods of time and to navigate uneven grounds and stairs evenly.

Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.

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