



JOB POSTING: WORKFORCE DEVELOPMENT MANAGER

The Park People works with communities to plant trees and improve parks for a healthy, resilient future.

The Workforce Development Manager will develop and implement an Urban Forestry Workforce Development Program, structured as a pre-apprenticeship providing educational curriculum and on-the-job field-based learning. This newly created position presents an exciting opportunity to create an impactful new program supporting Denver's urban forest, cultivate the workforce needed for the growing urban forestry sector, and connect a historically underserved population with good jobs and career paths for the future.

The Workforce Development Manager plays an important role in the partnership between The Park People, partner organizations, and the community groups with which they work. They are a teacher and mentor, project and logistics manager, and partnership coordinator. Successful candidates are those who can successfully manage several goals, prioritize tasks, and problem solve. The Workforce Development Manager must be able to work independently to coordinate projects and tree-related activities using forestry knowledge, event coordination, and interpersonal communications.

DUTIES & RESPONSIBILITIES

- Work closely with the Executive Director, Urban Forestry Program Manager, Workforce Development Working Group, and partner organizations to develop and pilot a training program focused on urban forestry
- Liaise across the Tree Care sector, from municipal foresters and private tree care companies to the Tree Care Sector Apprenticeship program, to create opportunities for pre-apprentices
- Represent The Park People across Denver's diverse neighborhoods at community events, career fairs, and neighborhood meetings
- Recruit, support, and mentor trainees, most likely opportunity youth ages 18-24. Work with groups of people that may need additional support
- Train, manage, and guide seasonal crews; create weekly schedules and log participant hours, coordinate trainings, projects, and enrichment activities; plan and manage logistics; maintain safe working conditions for crews
- Oversee tools, vehicles, and other equipment and supplies
- Coordinate logistics with programmatic partners, including the hiring and paying of pre-apprentices and supporting the placement of trainees in apprenticeships or jobs

- Support other organizational activities as needed, including working with volunteers, fundraising and grant reporting activities, and coordinating with other Park People programs
- Create and sustain positive and constructive working relationships with all staff, program participants, volunteers, partner organizations, and donors

REQUIREMENTS/QUALIFICATIONS

- Bachelor's degree and/or a certificate in a relevant field and at least two years relevant work experience (e.g. program management, workforce development, horticulture, green industry, social work, community organizing)
- Team management experience
- Computer literacy including ability to use programs such as PowerPoint, Word, and Excel
- Ability to lift 50 pounds occasionally, walk up to 3 miles, and ability to stand, crouch, and perform various types of manual labor; willing and able to work outdoors year-round
- Valid Colorado Driver's License and reliable transportation; license must be maintained for the duration of employment
- Ability to drive large vehicles (non-CDL) both in the city and on local highways
- Excellent organizational and time management skills; must be punctual and reliable
- Strong critical thinking and problem-solving skills
- Proven written, verbal, and interpersonal communication skills
- Interest and ability in working with diverse communities
- High level of energy, a positive attitude, ability to adapt to changing situations, friendly and professional demeanor, and strong work ethic

WHAT WILL SET YOU APART

- Knowledge and experience in one or more of the following areas:
 - Program development
 - Workforce management
 - Urban forestry, forestry
 - Case work
 - Community engagement
 - Education/training
 - Working in the Denver community
- Spanish speaking
- ISA arborist certification or ability to acquire within the first 12-18 months of employment

TPP is an equal opportunity employer. We believe a diverse staff contributes to the creativity and strength of our organization. We seek to create an inclusive, equitable, and welcoming work environment.

HOURS & SALARY: This is a full-time, salaried position. It includes work performed outside, on some weekends, and potentially occasionally in the evening. In addition to the opportunity to work with passionate people and make a difference, TPP offers three weeks of vacation, paid holidays, a two-week office closure at the end of the calendar year, and a medical benefits stipend. Salary is commensurate with experience with a likely range between \$45,000-\$50,000.

To APPLY: Please send resume and cover letter by June 20, 2021 to general@TheParkPeople.org (subject line “Workforce Development Manager Position”) or 1510 S. Grant St, Denver, CO 80210.

The Park People is a 52-year-old 501(c)(3) nonprofit organization working with communities to plant trees and improve parks for a healthy, resilient future. We pursue this mission by raising funds for capital projects of various sizes and through our programs: *Denver Digs Trees*, *Community Forester*, *Mile High Tree Champions* and *Park Legacy*.

www.TheParkPeople.org