



Community Engagement Manager Job Description

Classification and Time Full-time, Exempt

Annual Salary \$62,400 - \$70,000 DOE

Hours 40 hours per week including some Saturdays

Benefits Full health, dental, and vision per FUF Employee Handbook

Reports to Community Engagement Program Manager

Date August 2022

About Friends of the Urban Forest

Since 1981, Friends of the Urban Forest (FUF), a premier San Francisco environmental nonprofit, has brought together communities throughout the city to plant more than 60,000 trees -- half of San Francisco's street tree canopy. FUF has a long history of integrating urban greening with civic engagement as a way to increase community health and resilience, combat the effects of the climate crisis, and promote environmental equity and social justice. FUF recognizes San Francisco's many communities and cultures and the diverse ways in which they connect with our urban forest. We also connect San Franciscans to nature and to each other. This position at FUF would give you the exciting opportunity to be part of a growing and dynamic professional organization that has been creating a greener San Francisco for more than 40 years.

Position Summary

Friends of the Urban Forest aims to plant over 1,400 trees annually in San Francisco using a community planting model involving neighborhood residents, community organizations, drop-in and trained volunteers, and FUF staff. The Community Engagement Manager serves as a liaison between FUF and neighborhoods in which we plant, with the goal of increasing demand for new trees while building green equity and community connections in neighborhoods throughout San Francisco. The position currently operates in a hybrid model with approximately 60% time working remotely or in the field and 40% time in the office, which is located in the beautiful Presidio of San Francisco.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Details and Responsibilities

I. Program Outreach and Community Organizing - 50%

- Educates SF residents about the FUF planting model, StreetTreeSF, and the benefits of urban greening
- Recruits potential planters by managing door-to-door canvassing campaigns, mailings, conducting virtual or in-person community meetings, and social media posting
- Manages outreach campaigns for neighborhood plantings including resident communication, participant and partner recruitment, and updating and maintaining Salesforce database
- Manages special projects such as the annual Bayview Job and Wellness Fair
- Researches opportunities, schedules, determines messaging, and tables at community events such as street fairs
- Represents FUF at neighborhood association and other community meetings
- Produces promotional and educational materials such as fliers, hands-on activities, and social media
- Creates project reports in a timely fashion with complete and accurate information



- Safely drives company vehicles to transport equipment, materials, and FUF staff and volunteers to and from field work sites

II. Volunteer Management - 35%

- Supervises, recruits, and trains drop-in volunteers for tree planting, sidewalk landscaping, and other FUF events
- Supervises, recruits, and trains skilled volunteers such as tree planting leaders and neighborhood organizers who advocate for trees in their community
- Manages workdays and community events that include pre-event preparation, acquiring city permits, ensuring a safe work environment, conflict resolution, training and supervising volunteers and staff, and event cleanup
- Plans, coordinates, schedules, and supervises FUF staff and interns to deliver quarterly volunteer appreciation events
- Maintains relationships with volunteers and tracks data in Salesforce database

III. Staff management - 15%

- Supervises, schedules, and trains Community Engagement Coordinator and paid interns
- Documents and reports all incidents, accidents, and close calls as necessary
- Follows and enforces FUF COVID-19 safety and personal protective equipment procedures

Requirements

- Experience in environmental justice organizing, community outreach, or education in San Francisco, particularly in the southeast, the northwest, or the Mission
- Experience supervising and mentoring staff
- A passion for urban sustainability and commitment to inclusive community engagement
- Black, Indigenous, and People of Color are strongly encouraged to apply
- Fluency in Spanish or Cantonese is highly desirable but not required to excel in this position
- Excellent organizational and project management skills with the ability to manage competing priorities
- Excellent writing, editing, verbal, presentation, and analytical skills
- Maintain a valid CA driver's license with a clean driving record
- Provide a Department of Justice record check and fingerprinting per California Penal Code section 11105.3 to be able to work with minors in the Green Teens Program

Work Environment

While performing the duties of this job, the employee is regularly exposed to outdoor weather and working conditions. The noise level in the work environment is usually moderate. Office workspace and cubicle assignments change from time to time and employees should not have any expectation that any assignment is permanent.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and crawling. The employee must frequently lift and move items over 40 pounds, and may be asked to load tools and planting materials into and out of vehicles. Specific vision abilities



required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Equal Employment Opportunity

Friends of the Urban Forest is dedicated to gender and race equity and inclusion. As an equal opportunity employer, Friends of the Urban Forest does not discriminate against any applicant or employee on the basis of any status or characteristic protected by applicable laws or ordinances. Pursuant to the San Francisco Fair Chance Ordinance, we will consider qualified applicants with arrest and conviction records.

The position currently operates in a hybrid model with approximately 60% time working remotely or in the field and 40% time in the office, which is located in the beautiful Presidio of San Francisco.

Friends of the Urban Forest is committed to maintaining a safe and healthy environment for all employees. In an effort to avoid serious health and safety risks and significant disruption to our work, we have taken measures to protect against the spread of COVID-19 including a mandatory vaccination policy. New hires will be asked to provide proof of vaccination on the first day of employment. Friends of the Urban Forest will consider all requests for reasonable accommodations based on applicants who have a (1) medical contraindication to the specific types of COVID-19 vaccines available, or (2) sincerely held religious belief or practice contrary to immunization.

How to Apply

Friends of the Urban Forest is dedicated to anti-racism, gender inclusivity, and inclusion. As an equal opportunity employer, FUF does not discriminate against any applicant or employee on the basis of any status or characteristic protected by applicable laws or ordinances.

If you're interested and qualified, please email a cover letter and your resume to resume@fuf.net and include your name and the job title you're applying for in the subject line.

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