



The Providence Neighborhood Planting Program



The Providence Neighborhood Planting Program is a street tree planting and maintenance partnership between the City of Providence, the Mary Elizabeth Sharpe Street Tree Endowment, and the people of Providence, Rhode Island.

Providence's innovative citizen planting program, established in the fall of 1988, offers tree grants to neighborhood planting groups, twice a year. Purchase of trees for qualifying groups is funded jointly by the City of Providence and the Mary Elizabeth Sharpe Street Tree Endowment, an Advised Fund of the Rhode Island Foundation. Groundwork Providence serves as PNPP's Fiscal Agent.

Over 6000 street trees have been planted through the program, at a current rate of 450-500 trees per year. Plantings are scheduled on Saturdays in or around April and October.

Duties of the Director:

Education/Advocacy: Organize and oversee all Program plantings with Program partners, with all necessary follow-up to the public regarding the plantings and their care. Insure adequate neighborhood support at all plantings. Provide educational workshops prior to spring and fall plantings and other educational opportunities to interested parties. Work with other groups and partners to advocate for Providence's Urban Forest. Organize annual Arbor Day event.

Writing/Communication: Advertise application deadlines and process all applications each spring and fall. Work with Council and Mayor's offices to ensure all elected officials are kept up to date on seasonal events and plantings. Write, prepare for printing, and perform all bulk-mail duties relevant to the creation and distribution of yearly Program newsletter. Conduct outreach city-wide regarding the Program, initiating interest in planting projects and maintaining relationships with neighborhood organizations, community groups, etc. Write and distribute adequate publicity for the Program. Maintain and create content for PNPP website.

Administration: Maintain historical record of Program. Maintain data base for all Program plantings. Maintain budget for Program's financial needs, in accordance with Program's partners and fiscal agent. Organize quarterly meetings between partners and fiscal agent. Write a year-end Program report and budget summary for the upcoming year.

Required Skills:

- Ability to work with various groups with many different needs—Excellent community outreach skills a MUST
- Excellent writing, public speaking and communication skills
- Capacity ability to lift 25 lbs, participate in outdoor physical activity (sometimes in inclement weather) on Saturdays during the spring and fall.
- Computer literacy—database management, word processing, email, graphic and design, financial, and web editing.
- Ability to thrive without daily supervision or oversight
- Landscaping, planting, botany, urban forestry, environmental education experience or combination

Desired Skills:

- College degree
- Bilingual
- Sense of humor
- Previous (2+ years) experience in similar position.
- Event planning (20th Anniversary of Program is 2008)

This is a part time (approximately 20 hours a week) position.

Salary range: \$18,000-20,000. DOE.

Send a resume, a short writing sample, and contact information for three references to by January 7, 2007:

PNPP DIRECTOR SEARCH
Groundwork Providence
8 Third Street
Providence, RI 02906

Or email the same in pdf or ms word with PNPP Director in the subject line to:
jennifer@pnpp.org