



JOB DESCRIPTION

Community Education and Engagement Coordinator

Reports to Community Education and Engagement Manager

Position summary

The Community Education and Engagement Coordinator is responsible for developing and implementing community-focused educational initiatives and organizing educational events to support the mission of the Sacramento Tree Foundation. This role plays a key part in engaging the community, increasing awareness, and ensuring the successful implementation of educational initiatives. Key responsibilities include developing and implementing urban forest and arboricultural education programs, leading the organization's community and volunteer engagement efforts and planning and coordinating community-based educational events for the organization as a whole.

This position collaborates with the Operations and Development teams to ensure the smooth implementation and successful promotion of programs and activities that educate the public through developing curriculum, fostering partnerships, implementing outreach/education events, and designing and implementing community events.

Location Requirement

The employee must be located **within a reasonable commuting distance of Sacramento, California**, and available for **in-person work multiple days per week**, as required by operational needs. Remote work is permitted only within California and does not eliminate the on-site requirements of the role.

This position is **not eligible for residence outside California**, nor for routine remote work from locations outside the Sacramento region.

This geographic requirement is based on legitimate business, operational, and regulatory needs, including collaboration with local partners, compliance with California employment laws, and support of Sacramento-area operations.

About the Sacramento Tree Foundation

The Tree Foundation is a nonprofit organization with a mission to grow thriving communities through stewardship of our urban forest. Since 1982, we have planted over one million trees throughout the Sacramento region, and we continue to plant over 10,000 trees every year. Knowing the profound health, environmental, and economic benefits of trees, we envision an urban forest canopy that benefits the entire region and every neighborhood, especially those that historically have been underserved and under-canopied. Learn more at sactree.org.

Principle duties

EDUCATION PROGRAM IMPLEMENTATION

1. Designs and delivers educational workshops and programs aligned with strategic goals

2. Identifies gaps and priorities in the Tree Foundation's educational offerings to continuously analyze, evaluate, and improve programs
3. Provides continuing education workshops for Tree Foundation staff and the community at large that are aligned with organizational objectives
4. Gathers feedback and measures the impact of educational initiatives and activities

EVENT PLANNING & EXECUTION

1. Plans and coordinates community events, including logistics (scheduling, ensuring materials and supplies availability), promotion, and volunteer coordination
2. Represents the Tree Foundation at community events and speaking engagements
3. In conjunction with the Development team, creates content for Tree Foundation website and social media accounts, community publications, and other venues as applicable
4. Attends and assists with public events and tree planting events as needed
5. Attends community outreach and special events and collaborates with community members and stakeholders to identify needs
6. Provides educational support to all Tree Foundation programs and events

ADMINISTRATIVE

1. Plans and creates an educational calendar aligned with the strategic plan
2. Schedules all educational and outreach events on the Event Calendar and updates events on social media platforms and website
 1. In conjunction with Community Education and Engagement Manager, schedules internal staff for all community events, schedules volunteers, and collaborates with Operations team to ensure materials and supplies are available for events
3. Assists with grant reporting, donor communications and internal planning as needed

This job description is intended to convey information essential to understanding the scope of the position and is not exhaustive. Responsibilities and duties may change as the needs of the organization evolve.

Qualifications & experience

- Education: B.A. or B.S. (or equivalent experience)
- 1-2 years of experience in community outreach, education, or event coordination
- Class C driver's license and clean DMV driving record;
- Ability to work evenings and weekends and travel throughout the Sacramento region
- Familiarity with local community networks preferred

Required skills

- Excellent organizational and multitasking skills; flexibility
- Ability to effectively and diplomatically communicate with diverse populations
- Demonstrated ability to design and implement effective training and presentations using digital media and software applications
- Proficiency in public speaking and group facilitation
- Proficiency with mobile device and communications applications such as Microsoft suite, and CMS software (SalesForce)

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Supervisory responsibilities

This position has no direct supervisory responsibilities; however, guidance and direction to volunteers and interns for events and activities may be required.

Working conditions

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to sit for long periods of time, with occasional walking. Requires a high level of mobility, dexterity, and flexibility in order to perform essential functions. The employee is occasionally required to stand, walk on uneven terrain, bend, reach with hands and arms, and to lift 30 lbs. Hearing and close vision abilities required. This position involves hybrid working conditions and requires both off-site and in-person work at company offices. Outdoor work is required for this position; therefore, this person may be exposed to extremes in weather including heat, rain and freezing temperatures. Ability to operate office equipment, including copiers, fax machines, computer equipment. Travel to all organization's work sites required.

Must be able to work nights periodically and weekends.

Compensation

This is a full-time, at-will, non-exempt position. Pay is \$28.39-\$31.00/hour. Starting pay will vary based on factors such as relevant experience, skills, education, certifications, and other business-related considerations permitted by law.

Benefits include low-cost health care, dental, and vision coverage (including for dependents), 13 days PTO increasing with tenure, 14 paid holidays, 403(b) retirement plan with 3% employer contribution, EAP, life insurance, and professional development budget.

Application procedure & timeline

[Upload your resume and cover letter to apply.](#) Applications will be reviewed on a rolling basis until the position is filled.

Inclusivity statement

The Sacramento Tree Foundation is proud to be an Equal Employment Opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

We are committed to the full inclusion of all qualified individuals. As part of this commitment, the Tree Foundation will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact us at hr@sactree.org or (916) 924-8733.