



JOB DESCRIPTION

Community Engagement Specialist

Reports to Community Education and Engagement Manager

Position summary

The Community Engagement Specialist's primary responsibility is to support the planning, preparation and implementation of Sacramento Tree Foundation community educational and engagement initiatives. A key support member of the Community Education and Engagement team, the Community Engagement Specialist maintains the organization's event calendar, carries out event logistics, and acts as a liaison to community members and volunteers during outreach/education events.

Additionally, this position implements all aspects of volunteer recruitment, engagement, and stewardship and helps ensure that program participants receive a premier experience while performing an essential role in helping the organization achieve its mission.

This position requires an individual with superior social skills, attention to detail, and flexibility.

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 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 www.sactree.org.

Principle duties

PROGRAM SUPPORT

1. Assists with planning, organizing and implementing community-based events
2. Attends outreach and other community and partnership events to professionally represent the Tree Foundation
3. Maintains event calendars; schedules volunteers and acts as community member and volunteer liaison at events
4. Manages, tracks, and reports volunteer and community engagement activities in Salesforce
5. Provides timely and courteous communications to volunteers, customers, donors, partners, and other community members via phone, e-mail, and in-person communications

VOLUNTEER COORDINATION

1. Working closely with the Community Education and Engagement Manager, assists with the oversight and planning of the volunteer program
2. Implements the recruitment, training, and celebration of volunteers for various service opportunities, including tree planting and care events, community science, volunteer leadership, and special projects
3. Regularly attends events and activities to develop relationships with volunteers and provides support for staff event leads
4. Fosters a fun, enriching, educational environment where volunteers can thrive
5. Implements strategies to deepen engagement of constituents and volunteers to increase retention
6. Supports internal stakeholder needs in recruiting and onboarding interns and volunteers
7. Assists with tree planting and other community events, including: loading and unloading tools and supplies; driving vehicles to events; setting up and breaking down; volunteer management and safety; answering volunteer questions; and greeting and welcoming participants
8. Plans and implements regular volunteer appreciation events

Qualifications & experience

- Education: Bachelor's degree desired; a combination of education and practical work or volunteer experience may substitute for this qualification
- Experience: 1 or more years of experience in customer service or related field
- Class C Driver's License and clear driving record
- Ability to work weekends and evenings and travel throughout the Sacramento region

Required skills

- Ability to engage and inspire others

- Ability to effectively and diplomatically communicate with a diverse population
- Superior verbal and written communication skills
- Ability to prioritize tasks and accurately enter and maintain customer service data
- Ability to work independently and as a part of a team
- Flexibility, time management skills, good judgment, openness to learning
- Attention to detail and proven follow through
- Demonstrated proficiency in community outreach, public speaking, and group facilitation
- Knowledge of safety standards and ability to follow safety protocols
- Ability to work occasional evenings
- Proficiency with mobile device and communications applications such as Microsoft suite, and CMS software (SalesForce)

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.

Supervisory responsibilities

This position has no direct supervisory responsibilities; however, guidance and direction to volunteers and community members for events and activities is 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.

Requires a high level of mobility, dexterity and physical capabilities in order to perform essential functions of the job. Hearing and close vision abilities required. The employee is required to stand, bend, walk and navigate uneven terrain. Outdoor work is required for this position; therefore, this person may be exposed to extremes in weather including heat, rain, and freezing temperatures. Must be able to sit and stand for extended periods of time and consistently and regularly lift 50 pounds. Ability to operate office equipment, including copiers, fax machines, computer equipment and mobile devices is required.

This position works a synchronous Tuesday through Saturday schedule with occasional evenings. This position involves hybrid working conditions and requires both off-site and in-person work at a desk and outdoors at community event and partnership sites.

Compensation

This is a full-time, at-will, non-exempt position. Pay is \$26.76–\$27.50 /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 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.