



## PROGRAM COORDINATOR JOB DESCRIPTION

**Position Title:** Program Coordinator, full-time

**Reports To:** Project Manager

**Location:** Remote; candidate located in San Diego County preferred

**Compensation:** \$50,000 + health stipend + 401K plan

**Application Deadline:** Open until filled

**Position Summary:** The Tree San Diego (TSD) Program Coordinator supports the organization's program development and implementation while contributing to outreach and community engagement strategies.

### Essential Functions and Responsibilities

- Coordinates and helps to implement TSD's Tree Stewards training curriculum, intern program, and volunteer activities with support from the administrative team
- Conducts programmatic/project-based activities such as developing and facilitating in coordination of outreach plans, special events, and presentations to increase program visibility
- Works directly with administrative teams to enhance and maintain internal processes
- Supports in collection and publication of weekly content for TSD media platforms
- Assists with grant concept and proposal writing
- Provide other assigned administrative duties by TSD senior staff
- Report programmatic updates to TSD Project Managers and Director

Future development of this role will include the following responsibilities and opportunities (funds permitting):

- Professional development and sector certifications
- Stakeholder training

### Minimum Qualifications

- College degree preferred but not required
- 2-3 years of job experience in a coordination, outreach, and/or stakeholder engagement
- Ability to prepare or assist in the preparation of grant requests
- Self-motivated with excellent communication skills
- Close attention to detail and the ability to plan ahead
- Experience working with a remote team in a full-time capacity
- Ability to manage event coordination and timely communication
- Enthusiasm for and ability to carry out Tree San Diego's mission of expanding the urban forest

**How to apply:** Send resume and cover letter to [info@treesandiego.org](mailto:info@treesandiego.org)