



YOUNGSTOWN NEIGHBORHOOD DEVELOPMENT CORPORATION



www.yndc.org



330.480.0423



820 Canfield Road, Youngstown, Ohio 44511

TreeCorps Project Manager

Job Description

Work Schedule: Full Time— Mon – Thurs 7am-5:30pm, some evening and weekend work may be required
Compensation: \$27 per hour, Health Insurance, 401k

Under the supervision of the Neighborhood Stabilization Director, the Project Manager will be responsible for managing Mahoning Valley TreeCorps, a large-scale urban tree canopy restoration, management, and workforce training program in the cities of Youngstown and Warren, Ohio that involves multiple staff, organizational partners and volunteers.

Skills/Qualifications

1. Must have a valid driver's license and reliable personal vehicle for local travel. Mileage is reimbursed.
2. Bachelor's degree in a relevant field is required.
3. Current residents of the municipalities of Youngstown or Warren is preferred.
4. Must have good organizational and time management skills.
5. Must be capable of lifting 50 pounds and walking at least 5 miles per day.
6. At least 2 years of experience in project management and/or grant administration/compliance is preferred.
7. Good verbal and written communication skills and an eagerness to work with a diverse team of people from many walks of life including staff, residents, community partners, and volunteers are required.
8. Must have strong professional writing skills and have experience managing data using spreadsheets.
9. Willingness to learn a variety of new skills and work in a diversity of environments, including an office, at community meetings, and in the field at tree planting and maintenance sites.

Responsibilities

1. Lead a team of staff and partners in planning, planting, and maintaining 1,100 shade trees yearly, conducting an urban forestry workforce training program, cleaning up and maintaining community greenspaces where trees are planted, and removing hazardous dead trees in Youngstown and Warren.
2. Manage and coordinate drafting of all project materials and coordinate all project events and activities.
3. Oversee the completion of a citywide tree inventory and coordinate ongoing updates in Youngstown and Warren. Ensure all project activities are carefully tracked and documented.
4. Execute all activities according to a project schedule, including drafting work plans, organizing training, managing contracts, recruiting volunteers, and all related tasks. Ensure all staff and partners complete tasks in accordance with a highly disciplined schedule.
5. Monitor and manage the project budget, ensuring all expenses are reasonable and consistent, including monitoring all expenditures by project partners receiving funds from YNDC to assist with the project.
6. Evaluate, monitor, and report on project performance and compliance, complete all required reports and compliance activities, and provide technical support and guidance to project partners.

TO APPLY, please send cover letter and resume to jdaugherty@yndc.org – Attention: Jack Daugherty
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