



Program Associate, Part Time, Seasonal

The Park People works with communities to plant trees and improve parks for a healthy, resilient future.

TPP is an equal opportunity employer. We believe a diverse staff contributes to the effectiveness and impact of our organization. We seek to create an inclusive, equitable, and welcoming work environment.

The Program Associate will further The Park People's mission by working as a member of the Programs Team. TPP's programs include *Denver Digs Trees*, *Community Forester*, *Mile High Tree Champions*, and *Park Legacy*.

They will work on most aspects of our programs including:

- *Denver Digs Trees* application intake and data management
- Development and production of program materials
- Phone and email communications with program participants, volunteers, and the general public
- Educational workshop administration
- *Denver Digs Trees* Distribution Day support
- Tree care materials and messaging
- Public-facing communications, including website and social media
- Sharing promotional and educational materials across networks

The Program Associate will also assist with other tasks as needed and will often be working on several projects/tasks at any given time. They will represent the organization at public events.

Required Skills:

- Associate degree or higher; or equivalent work experience
- Proven ability to work independently and meet tight timelines
- Strong listening, speaking, and writing skills
- Strong organization skills, detail orientation
- Proficiency in Microsoft and Google applications
- Excellent interpersonal skills, friendly demeanor, and a high degree of professionalism
- Experience working with diverse groups of people
- Valid driver's license and safe driving record
- Ability to lift 50 lbs

Desired Skills:

- Ability to write and speak Spanish
- Experience with Microsoft Access, contact database software, social media, and web editing
- Ability to work from home and at The Park People office as needed, with occasional travel throughout Denver
- Sense of humor and flexibility
- Working knowledge of environmental and park issues

This is a part-time, seasonal position. The per-week hourly commitment will range between 20 and 30 hours/week and will be discussed in advance with the supervisor. Availability on some weekends is required. The Program Associate will gain knowledge of urban forestry, community engagement, and event coordination. Salary range is \$15-17, commensurate with experience.

Contact Information: Visit www.theparkpeople.org for more information. Send resume and cover letter by November 15 to: general@theparkpeople.org, subject line: Program Associate Opening