Greening Programs Coordinator:
(Three-quarter to full-time position)

About SKCP:
South Kensington Community Partners (SKCP) is a place-based nonprofit serving residents and businesses in the Eastern North Philadelphia neighborhood of Olde/South Kensington. Our mission is to connect our community to resources and opportunities, the land, and each other. We act as, and encourage others to become, engaged stewards of the neighborhood. We advocate for responsible development that builds upon the physical, social and economic fabric of the neighborhood.

SKCP’s organizational and neighborhood boundaries are West Girard Avenue to Berks Street, Front to 6th Streets. Some of our programs and partnerships also serve the surrounding communities of Ludlow, East/West Poplar, and Norris Square.

SKCP is a neighbor-driven organization. We accomplish what we do as a team through the combined efforts of a small staff and the time and talents of hard working volunteer board and committee members, the majority of whom are residents or neighborhood business owners. We have a long history of greening streetscapes, cleaning and maintaining vacant land, supporting community gardens and greenspaces, and advocating for programs and policies that create meaningful health and ecological benefits for our neighborhood.

Job Description:
Maintenance of vacant land, stewardship of community green spaces, and the creation and maintenance of our urban forest are essential components of SKCP’s efforts to enhance public safety, health, and quality of life in the Olde/South Kensington neighborhood. The Greening Programs Coordinator (GPC) plays a critical role in this work by managing a vacant land maintenance crew, facilitating neighbor-led efforts to create and preserve community green spaces, and assisting community cleanup and greening efforts.

Vacant Land and Corridor Maintenance
The GPC will be tasked with managing SKCP’s existing Community LandCare Program, which is a seasonal contract with the Pennsylvania Horticultural Society that enables us to hire a crew to clean and maintain vacant land in and around our neighborhood. Leveraging our successful track record with the LandCare program, SKCP is seeking to build out a social enterprise by expanding its existing fee-for-service corridor cleaning, stormwater infrastructure management, and vacant land management work, providing services that create job opportunities and keep
our neighborhood clean and green. The GPC will help design and implement this new phase of expanded programming and engagement.

Responsibilities include:

- Serve as the point of contact for managing vacant land maintenance contracts
- Coordinate vacant land maintenance crew, including scheduling, monitoring work, and maintaining lists of vacant parcels, etc.
- Identify opportunities for fee-for-service greening and cleaning business development, including exploring potential business models and building relationships with neighborhood-based businesses and other potential customers
- Promoting SKCP’s land maintenance by developing content for social media, SKCP website, and newsletters

Neighborhood Engagement

The GPC will also support the work of SKCP’s Neighborhood Advisory Committee (NAC) program by monitoring community conditions, supporting neighborhood cleanup efforts, and assisting service area residents in addressing quality of life issues in the neighborhood environment. Additionally, the GPC will be knowledgeable of other NAC-related public programs and services to be able to refer residents as needed.

Responsibilities include:

- Assist with 311 reporting and follow-up to address neighbor-identified quality of life issues
- Organize and report information on the condition of vacant land in the SKCP service area
- Monitor for adverse neighborhood conditions (littering/short dumping, overgrown vacant lots, and other public health or safety concerns) and report issues to relevant city agencies as needed
- Assist with the distribution of recycling bins and information about recycling programs
- Support neighbor-led volunteer Parks Friends and Tree Tenders groups
- Coordinate with residents seeking to preserve existing informal community greenspaces throughout the neighborhood
- Provide referrals to other NAC-related services as needed

Required Qualifications:

- Good organizational skills, detail-oriented, ability to prioritize, multitask, and meet deadlines, independently and collaboratively
- Ability to work flexible hours, including some weekends
● Ability to interact professionally and adeptly with crew, community members, and business owners from diverse backgrounds and perspectives
● Ability to perform physical labor as needed, to be outside in summer months and sometimes inclement weather
● Experience or demonstrated interest in landscaping, horticulture, gardening
● Effective communicator, both oral and written
● Familiarity or interest in citywide efforts and initiatives around sustainability and environmental justice
● Experience or ability to learn a variety of administrative tasks, including managing inventories, scheduling crew members, and invoicing using Quickbooks
● Familiarity with basic office software, such as Microsoft Office Suite and Google Docs
● Driver’s license and access to an insured personal vehicle preferred

Preferred Qualifications:
● Associate’s or Bachelor’s degree preferred; however, prior relevant experience can substitute for formal education
● Spanish language fluency a plus
● Degree related to horticulture or landscaping, or related training such as Tree Tenders certification
● Experience with landscaping or greening and grounds maintenance work
● Experience managing invoices in Quickbooks or similar program
● Familiarity with GIS program such as ArcMap or QGIS
● Experience or demonstrated interest in community organizing

Salary:
Starting at $35,000 for full-time, prorated for part-time, opportunity to grow based on performance.

To apply:
Email cover letter and resume to jobs@southkensingtoncommunity.org using subject line “Greening Programs Coordinator.”