



AmeriCorps Project Conserve 2026 – 2027 Service Description



AmeriCorps Position Title: City Arborist Community Engagement Coordinator
Host Site: City of Charlotte Landscape Management

Supervisor Name: Ryan Mathes
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Host Site Mission Statement:

We, the City of Charlotte and our partner organizations, care about our tree canopy and the value it provides to our collective health, environment, economy and city beautification. Though we are made up of many departments and accomplish many tasks, we are united in our commitment to supporting Charlotte, proudly known as the City of Trees. We do this by 1) protecting 2) maintaining and 3) growing the tree canopy, as well as engaging the residents of Charlotte in caring for our trees, both on their own property and across the city.

Summary of Position:

This AmeriCorps position will engage directly with communities to support Charlotte's neighborhood street tree planting program including outreach, education, community engagement, digital communications – including managing social media – strategizing, and organizing follow-up care initiatives. This position will collaborate with community members, city staff, and local non-profits to identify suitable sites for tree planting and tree care initiatives in urban areas, addressing community-specific needs and expanding education programming.

Qualifications – Knowledge, Skills, and Abilities:

- Associates degree or bachelor's degree in Horticulture, Arboriculture, Forestry, Landscape Architecture, or related field a plus
- Knowledge of plants, trees, and shrubs indigenous to the southeastern United States a plus
- Experience in tree planting and tree maintenance; knowledge of basic designs and principles for planting within roadways and urban environments a plus
- Experience with recruiting and managing volunteers a plus
- Experience with digital communications and social media management a plus
- Ability to plan, prioritize and organize work, complete project assignments and work independently with minimal supervision
- Good communication skills, both verbal and written
- Good public speaking skills with the ability to make quality presentations to large, diverse groups of varying ages

- Ability to work with various departments and foster teamwork
- Skills in database management and record keeping; excellent computer skills in a Microsoft Windows environment
- Ability to maintain a flexible work schedule
- Currently have a class C driver's license or be able to obtain one within the first 30 days of employment
- Eligible applicants must be at least 18 years of age, be a citizen, national, or lawful permanent resident alien of the United States, and consent to a criminal history check.

Preferred Service Hours / Weekly Schedule:

The AmeriCorps member will maintain a standard 40-hour work week, with occasional evening and weekend hours required to support outreach events and community engagement activities. Members are expected to work on-site most weekdays, with the flexibility to work remotely as needed. This schedule ensures consistent office presence while allowing adaptability for program priorities and special events.

PLEASE NOTE: In addition to fulfilling host site service responsibilities, all Project Conserve members are required to fully participate in team trainings, service projects and statewide AmeriCorps events. Project Conserve team events will occur approximately twice per month in locations throughout the service area and may require one or two overnight stays.

Position Responsibilities and Duties:

CONSERVATION EDUCATION (10%)

- Participate in tree education events, workshops, and outreach initiatives including tabling events for Earth Day and Arbor Day, arboretum tours, tree care workshops, and various community or neighborhood meetings and presentations.
- Develop community engagement opportunities and organize new educational opportunities for communities to learn about tree planting, tree care, and urban tree canopy benefits (CB)

VOLUNTEER ENGAGEMENT (45%)

- Lead volunteer activities including tree mapping events with residents and school groups or Girl Scout/Boy Scout troops, pollinator garden planting or beautification activities, and tree care initiatives such as pruning, watering, or invasive plant removal.
- Expand and enhance Landscape Management's tree mapping program (CB);
- Develop and support long term tree care programming with community volunteer organizations (CB);
- Develop community engagement activities in city arboretum locations (CB);
- Manage digital communications for various social media platforms in order to engage citizens and promote educational activities and volunteer opportunities. (CB)

COMMUNITY RESILIENCE (45%)

- Work directly with neighborhoods and community leaders to identify suitable sites for tree planting and tree care initiatives in urban areas, addressing community-specific needs.
- Develop, expand, and enhance opportunities for Charlotte's communities to learn about and participate in urban tree canopy initiatives and activities, targeting low-canopy areas located in underserved communities experiencing higher urban heat; build capacity for community education about tree eco-benefits and services provided by the city (CB)
- Manage social media communications to engage with these communities (CB)

Essential Functions:

Equipment / Software Used: Service members will be equipped with a computer and mobile device, some landscape and arborist equipment including measuring and assessment tools, planting and small tree pruning tools; Service members will use Microsoft Office Software and some GIS software including Tree Plotter

Physical Demands: Walking, bending, minor climbing, minor lifting, stooping, grasping, squatting

Transportation Needs: Requires a current driver's license and a good driving record; members must arrange for transport to and from the office; city vehicles are available for field visits during the workday

Setting/Location of Service Activities: Service member will be based at the Landscape Management Facility but will do some field work in City rights-of-ways; neighborhoods; city-owned green spaces; and at community tabling or workshop event locations

- Using computer software and online programs for conservation-based education and outreach initiatives, including social networking, written articles and press releases
- Leading, coordinating, and interacting with diverse individuals in field-based and office settings (ex. landowners, students, low-income residents, partner organizations).
- Developing and implementing educational programs and events for groups (presentations, workshops, educational hikes and outings, etc).
- Training, supporting, coordinating, and recognizing volunteers for conservation-based volunteer opportunities.
- Using mapping software and other computer programs to create quality reports, management plans, maps, and/or analysis, based on field data