



## Statewide Project Coordinator

UConn Extension- Statewide Responsibilities with Hartford County office location

The Department of Natural Resources and the Environment and the Department of Extension at the University of Connecticut are seeking one part-time project coordinator to support a CT DEEP funded project. The funded project aims to increase capacity of underserved municipalities in the state of Connecticut to apply for and obtain Urban and Community Forestry grant opportunities.

The successful candidate will work under the direction of the Urban and Community Forestry Assistant Extension Educator and the Urban and Community Forestry Assistant Professor of the University of Connecticut, with input from the CT DEEP Urban and Community Forestry Coordinator. The main role of the hire is to be a liaison to Connecticut communities, engaging with public stakeholders, NGOs and the general public in five underserved municipalities of the state to determine community-informed nature-based solutions and pathways to increase participation in Urban and Community Forestry opportunities. The successful applicant will complete planning, record keeping, and program related tasks at the Hartford County Extension Center in Farmington or, alternatively, the UConn Hartford Research on Resilient Cities, Racism and Equity, whichever is preferred by the applicant due to proximity and convenience.

This is a part-time 6-month appointment with an anticipated start date of March 2024. Monthly compensation is estimated at \$3,666 + fringe for an average of 80-90 hours of work per month. The position may be extended for another 6 months.

The Candidate must have their own reliable transportation and must be available to meet regularly with supervisors. Background check will be required.

### **Qualifications**

#### *Required*

- Bachelor's degree.
- Demonstrated experience coordinating projects of any kind.
- Experience planning in-person and virtual events and meetings.
- Familiarity with Urban and Community Forestry concepts.
- Punctual and reliable.
- Demonstrated organizational, time management, and communication skills.
- Previous experience computer skills, especially Microsoft Office.



- Demonstrated experience managing, coordinating and facilitating discussions with stakeholders.
- Fluent in English and in Spanish.

*Preferred*

- Masters or PhD.
- Experience in working with diverse and at-risk populations.

**Duties and responsibilities include the following:**

1. Identify and reach out to local organizations to establish strategic partnerships from project success.
2. Coordinate and facilitate in-person and virtual meetings with key stakeholders (municipal staff and the public), which includes coordinating food, childcare, and translation services.
3. Take meeting notes/track attendance and compile contact lists.
4. Deliver program evaluation through mix methods surveys pre-and post-workshops and compile results.
5. Assist with outreach or promotional activities.
6. Confer weekly with supervisor(s) regarding program delivery and activities.
7. Ability to work independently with minimal supervision to organize community and stakeholder workshops.
8. Attend required trainings.
9. Maintain agreed upon hours which may include evenings and weekends.
10. Ability to follow instructions to meet project goals.
11. Ability to accept constructive criticism and work as a team to meet program goals.
12. Perform related duties as required.

Please send a letter of interest, resume and names of three reference to Dr. Mayra Rodriguez at the Hartford County Cooperative Extension Center ([mayra.rodriquez\\_gonzalez@uconn.edu](mailto:mayra.rodriquez_gonzalez@uconn.edu)) by March 1<sup>st</sup> .

All employees are subject to adherence to the State Code of Ethics which can be found at <http://www.ct.gov/ethics/default.asp>.

The College of Agriculture, Health and Natural Resources has developed and implemented a Strategic Vision to guide the development and focus of our teaching, research, and Extension programs in the years 2020-2025. The Associate Dean for



Extension and Diversity will provide leadership in advancing the implementation of the College's five strategic priorities (<https://cahnr.uconn.edu/visionandvalues>).

- Ensuring a vibrant agricultural industry and sustainable food supply.
- Enhancing health and well-being locally, nationally, and globally.
- Dismantling structural racism and fostering environments that advance racial equity, inclusion and belonging by advocating for antiracist policies, practices, and norms.
- Fostering sustainable landscapes across urban-rural interfaces.
- Advancing resilience and adaptation in a changing climate.

*The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty, and staff. The diversity of students, faculty, and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.*