



POSITION OPENING: Capital Projects Coordinator

TYPE: Full Time

START DATE: Immediately

Texas Trees Foundation is a 501 (c)(3) organization located in Dallas, Texas and dedicated to sustaining tree planting initiatives for neighborhood parkways and medians, schools and other public open spaces, a tree growing facility and research to assure a healthy supply of trees for the future and educational programs that teach the importance and benefits of maintaining a healthy urban forest.

In partnership with the Southwestern Medical District, the City of Dallas, Dallas County, and private philanthropic foundations, Texas Trees Foundation is leading the Urban Streetscape Initiative through design and implementation, following the completion of our Urban Streetscape Master Plan. Texas Trees Foundation is responsible for ensuring that the streetscapes, greenspaces, loop trails and future aerial park is developed, built and preserved as a world class public open space to reflect the excellence of the three existing world class medical institutions that call the district home.

The streetscape initiative will be executed in multiple phases over a five to ten year period and is certain to incentivize and spur new private development that will weave throughout the one thousand acre medical district.

Texas Trees Foundation is also working towards implementation of other moderate to major urban projects and programs that will continue to mitigate the urban heat island effect and bring green spaces to the City of Dallas and the North Texas region.

Position Description

The Project Coordinator will report to the Director of Operations of Texas Trees Foundation and will be responsible for managing and coordinating a variety of tasks primarily related to the ongoing advocacy, planning and design of the SWMD Urban Streetscape Master Plan, as well as other ongoing projects like the Cool Schools program.

Responsibilities

- Act as liaison between Texas Trees Foundation, primary consultant, sub-consultants and advisory team, monitoring progress and reporting to President/CEO and core team members to ensure activities are occurring as expected
- Develop comprehensive planning and phasing strategy for each project consistent with overall phase goals and objectives and timeline priorities; and, set implementation milestones for the overall SWMD Urban Streetscape Master Plan and other TTF led projects as needed
- Maintain working document of the comprehensive planning and phasing strategy for each project, tracking changes and task completion in real time
- Assist President/CEO and Development Director with funding activities and collateral needs

- Generate RFPs and distribute to consultants and sub-consultants as needed for implementation of projects throughout each phase
- Prepare, track and maintain individual project design and construction budgets with job costing working closely with TTF Financial Director, TTF Accountant, primary consultant, sub-consultants and general contractor
- Review and approve consultant and sub-consultant invoices and submit to accounts payable department
- Maintain and update stakeholder database on regular basis
- Organize and maintain project digital and hard copy files
- Schedule, facilitate and document all core team and stakeholder meetings
- Plan and facilitate all stakeholder, corporate and community outreach events, coordinating all aspects of events from venue facility, catering, invitations, security, parking, press media, IT and presentations
- Engage with representatives from City, County, NCTOG, State and Federal agencies as needed throughout design and implementation of projects
- Create project related infographics/collateral as needed for fundraising, advocacy, and general information, occasionally working with outsourced graphics designer and printing companies as needed.
- Prepare presentations for meetings with stakeholders, partner organization board members and outreach events
- Create and maintain project tracking schedule during construction implementation providing weekly reports to President/CEO and core team
- Act as liaison between Texas Trees Foundation, Primary Consultant and General Contractor during construction implementation to assure quality control of built projects
- Provide support for the development of the Cool Schools program through implementation

Qualifications

- Bachelor's Degree and 5 years' experience in the fields of project management, planning or construction management (Landscape Architecture, Engineering, or Architecture preferred).
- Excellence in verbal, written and graphic communication
- Proven experience and solid understanding of working with the public sector, with emphasis on local government and implementation of public works projects.
- Ability to work independently, solve problems, collaborate with colleagues, contractors, vendors and other staff at all levels
- Event planning and coordination experience
- Proficiency in technological skills and MS Office Suite (Excel and Word) , Adobe Acrobat (PDF's and InDesign preferred)

Interested candidates may submit cover letter with contact information, resume and salary requirements to matt@texastrees.org. Only those whose applications are under consideration will be contacted. No phone calls, please