



a: 4408 Delridge Way SW
Seattle, WA 98106
t: (206) 935 2999
w: www.dnda.org

Restoration Program Assistant

Delridge Neighborhoods Development Association is a registered 501c(3) Seattle-based not for profit organization.

Organization Description: Delridge Neighborhoods Development Association (DNDA) has a mission to integrate Art, Nature, and Neighborhood to build and sustain a dynamic Delridge. DNDA's programming provides vital resources for our community that include access to affordable housing, green space, healthy food, education, arts and culture.

Position Description: The Urban Forest Restoration Program Assistant supports the work of the DNDA Forest Restoration Team to advance the restoration of the West Duwamish Greenbelt and Longfellow Creek watershed by conducting and leading volunteer-based forest restoration efforts.

This position will help translate the broader strategic and restoration goals of DNDA's Nature team into the on-the-ground activity at volunteer work parties and field work days. The job involves the training of volunteers, hands-on field work, surveying project sites, and prepping areas for volunteer work parties. This position will engage with community partners, participate in self-directed outreach and recruitment projects, and collect and report program data as needed. This position will require integrity and accountability when doing work with partners and in the community. This will require working collaboratively, particularly with people sharing differing perspectives and experiences.

This position reports to the Restoration Program Manager.

Status: This is a temporary, part-time, 25 hours per week position, running from February 1, 2025 to November 30, 2025 (precise start and end dates are negotiable). Compensation will be \$25.00 per hour.

This position will be eligible for employee benefits pro-rated to reflect the role's part-time status.

The ideal candidate will be available Tuesday through Saturday on a schedule of 9:00a-2:00p.

Duties and Responsibilities:

- Supervise, motivate, educate and inspire volunteers during forest restoration work parties.
- Lead the collection and management of volunteer and program data.
- Lead the maintenance of restoration equipment and supplies (tools, vehicles, gloves, etc.).
- Provide program support (e.g. pick-up and stage plants in advance of volunteer work parties; assemble and maintain program material; organize and make purchases)
- Promote development and retention of volunteers and restoration interns
- Build community relationships to encourage recruitment and retention of volunteers and groups

Qualifications:

- Ability to work independently
- Ability to work with a wide range of volunteers, community groups, partners and staff

Integrating Art, Nature, and Neighborhood to build and sustain a dynamic Delridge

- Some experience in forest restoration and/or volunteer coordination
- Strong communicator -- comfortable speaking in front of groups and engaging with new people
- Positive attitude, energetic personality, and sense of humor
- Ability to lift 25+ lbs. (tools, plants, trees, etc), walk on uneven terrain, and able to work long days in adverse weather conditions
- Valid driver's license with clean driving record and ability to safely drive large work vehicle
- Current First Aid and CPR certification or ability to obtain
- Basic knowledge of Pacific Northwest ecology
- Basic knowledge of the Delridge and West Seattle communities

To Apply: If you have questions or wish to apply, please submit your resume and cover letter to DNDA's Restoration Program Manager Ben Antonius at ben@dnda.org.

Please note that the selected candidate must submit to a background check.

Persons of color strongly encouraged to apply

DNDA is an equal opportunity employer. No applicant will be discriminated against because of race, marital status, sexual orientation, gender identity, political ideology, age, creed, religion, ancestry, national origin, or sensory, mental or physical disability.