JOB ANNOUNCEMENT

December 18, 2015

JOB TITLE: COMMUNITY EDUCATION COORDINATOR

REPORTS TO: Director of Education

JOB SUMMARY:

Casey Trees, a nonprofit dedicated to restoring, enhancing and protecting the tree canopy of Washington, D.C., seeks a Community Education Coordinator to assist our Education team with implementing and refining our training programs and coordinating a variety of adult educational opportunities. Duties include; coordinating and instructing classes, leading tree tours, and facilitating opportunities for staff and volunteers to stay up to date with the latest urban forestry information.

The ideal candidate is an experienced, enthusiastic, highly motivated individual, loves working with people, and is dedicated to urban and community forestry. The candidate should possess a broad range of urban forestry knowledge and skills, excellent interpersonal communication skills, and a genuine interest in the conservation mission of the organization.

RESPONSIBILITIES INCLUDE:

• Facilitate classes and tree tours for an adult audience.
• Assist in developing content for classroom and outdoor course offerings and tree tours.
• Coordinate special topic classes related to urban forestry including events geared towards professionals.
• Support educational initiatives for the organization including citizen science and citizen advocates programs.
• Keep up to date on the best practices on tree care and the latest urban forestry research.
• Other duties as assigned.

QUALIFICATIONS:

• Bachelor’s degree in arboriculture, horticulture, urban forestry landscape management or related field and two or more years of experience required.
• Experience with tree planting and landscape operations, tree stock type, tree selection, invasive plants of the Mid-Atlantic and ANSI standards a plus.
• Excellent written and verbal communication skills.
• Demonstrated interest in Casey Trees’ mission.
• Prior experience in the nonprofit sector highly desirable.
• Ability to manage multiple projects in a fast-paced environment.
• Enthusiastic with a positive attitude and strong work ethic; good sense of humor appreciated.
• ISA certification or ability to acquire within the first year of employment.
• Must be flexible to work evenings, weekends and extended hours when needed.
• Strong Microsoft Office (Word, Excel, PowerPoint, Outlook) skills.
• Valid driver’s license, and clean driving record.
• Hiring is contingent on background check.
POSITION DURATION AND COMPENSATION:

Work schedule is full time year round and requires work on nights and weekends on occasion. This is a non-exempt position and includes benefits and paid holidays.

Salary is commensurate with experience. Preferred start date is February 1st.

TO APPLY:

Please email the following items to Sue Erhardt, Director of Education, at jobs@caseytrees.org:

- Letter of interest including salary expectations
- Résumé
- Availability including start date
- Contact information for three references

Please enter the position title into email subject line.

Applications are accepted until the position is filled. No telephone or email inquiries please.

Casey Trees is an Equal Opportunity Employer