Community and Urban Forestry Coordinator - Division of Forestry

Job ID: 601881

Apply Before: 04/22/2016

Location: Marion County

Full/Part Time: Full-Time

Salary: $37,778.00

City/County/St: Indianapolis, Marion County, IN

To Apply

Job Description:

This position is responsible for managing and directing the Division of Forestry's Community and Urban Forestry Program.

Responsibilities:

Provide assistance to cities, towns, and non profits to develop urban forestry programs through long range management plans, inventories, ordinances, forestry emergency management plans, and other aspects of urban forest management.

Develop technical training sessions for urban forestry practitioners, planners, and volunteers in all aspects of urban forestry.

Manage federal and state grant programs for urban forestry by implementing, evaluating, awarding, monitoring and on-going projects. The incumbent also inspects and reviews the financial accountability of the completed projects.

Develop and deliver an effective public information program; Advise urban forestry non-profit groups to keep these groups informed on new, emerging technologies.

Provide input to other state, local, and national groups on urban forestry issues. Develop and maintain partnerships with other state and local agencies and non profits

Preferred Experience:

BS in Forestry (or other applicable degree), with five to seven years requisite experience or comparable ten years field experience in urban forestry with Arborist Certification through the International Society of Arboriculture.
Excellent administrative and managerial skills to effectively plan and direct the CUF program.

Strong leadership and communication skills to communicate the discipline of urban forestry.

Thorough knowledge of urban forestry practices, technologies, and programs such as Tree City USA.

General knowledge of pest and disease, silviculture practices, timber marketing and utilization applications.

Thorough knowledge of audio visual technologies.

Extensive grant writing and seeking capabilities.

Math and spreadsheet capabilities.

A valid driver’s license.

**Benefits:**

The State of Indiana offers a comprehensive benefit package which includes:

- Medical / Dental / Vision plans
- Health Savings Account available with Employer Contribution
- Prescription Coverage
- Employee Assistance Program
- Employer-funded Retirement Plan
- Deferred Compensation Plan with Employer Match
- Flexible Spending Account
- Work/life balance: 24 Paid Days Off and 12 Holidays, per year
- Group Life Insurance
- Public Service Loan Forgiveness Program

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**Equal Employment Opportunity:**

The State of Indiana is an Equal Opportunity Employer.