JOB ANNOUNCEMENT

8/21/2015

JOB TITLE: Extension Arborist

REPORTS TO: Director of Tree Planting

JOB SUMMARY:

Casey Trees, a nonprofit dedicated to restoring, enhancing and protecting the tree canopy of Washington, D.C., seeks a talented and dedicated individual to implement a community engagement strategy to connect District residents with available urban forestry programs and resources.

The goal of this effort is to boost community outreach across the District, promoting existing tree planting programs to increase tree planting participation on all types of property and in all areas, with a special emphasis on private lands and in areas of low canopy. The ideal candidate is an experienced, enthusiastic, highly motivated individual who loves working with people and trees, and is dedicated to urban forestry with a genuine interest in the mission of Casey Trees.

RESPONSIBILITIES:

- Develop and implement a strategy for proactive outreach, to increase tree planting on private property and areas of high potential for additional tree canopy, and to encourage greater participation in existing tree planting programs.
- Provide expert urban forestry advice and technical assistance in responding to public inquiries, and conduct community outreach, including Civic Association and Citizen Association meetings, ANC meetings, staffing tables at farmers markets and neighborhood festivals and events, and other similar public venues.
- Identify key decision makers and community leaders in under-served neighborhoods to facilitate and promote programs and partnerships.
- Consult and collaborate cross departmentally and with external partners to:
  o understand tree canopy, program participation and demographics by Ward, zipcode, ANC/SMD, sub-watershed, etc.
  o promote tree planting programs and related activities.
  o coordinate Citizen Forester, Volunteer and Tree Advocate support for outreach activities.
- Maintain clear records of contacts and communications to be cataloged and updated in the Customer Relations Management (CRM) systems
- Track the progress of engagement efforts to determine impacts.
- Identify the most successful methods to engage a diverse constituency.
- Assist the Director of Tree Planting with evaluating existing planting programs, developing and implementing new performance measures and metrics, and conceiving of and implementing new projects, programs and opportunities.
- Drive a Casey Trees vehicle, rental car, and otherwise navigate the city by public transit and bicycle
• Other duties as assigned.

QUALIFICATIONS:

• Bachelor’s degree in urban forestry, urban ecology, arboriculture, horticulture, landscape architecture, sustainable development, environmental justice or related field; and three to five years’ experience required; or a combination of experience and related certifications; Master’s degree preferred.
• Superior communication, organizational, and interpersonal skills
• Ability to engage a diverse constituency, including residents, members of the public, volunteers, community and government partners
• Valid driver’s license, clean driving record, and ability to drive Casey Trees vehicle or rental car
• Proficiency with MS Office suite; experience with Customer Relations Management (CRM) systems a plus
• Availability to work evenings and weekends
• Enthusiastic with a positive attitude and strong work ethic; good sense of humor appreciated.
• A commitment to urban forestry, environmental justice and Casey Trees’ mission.

POSITION DURATION AND COMPENSATION:

This is a full-time, grant-funded position for one year, with possibility to extend contingent upon USFS grant funding. Salary range of $45,000 to $50,000, commensurate with experience, with generous benefits package and paid holidays. Start date is on or after September 1st, 2015. Offer of employment is contingent upon agreement to background check.

TO APPLY:

Please email the following items to Jim Woodworth, Director of Tree Planting at jobs@caseytrees.org:

• Letter of interest
• Résumé
• Two writing samples
• Contact information for three references

Enter position title only into email subject line.

No telephone or email inquiries please.

Casey Trees is an Equal Opportunity Employer