

**From:** Jill Johnson <jilljohnson@fs.fed.us>  
**Subject:** **JOB: Planning Associate, Casey Trees, Washington DC**  
**Date:** November 15, 2010 10:02:19 AM GMT-05:00  
**Bcc:** duckmarc@msu.edu

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**From the Alliance for Community Trees newsletter:**

[http://actrees.org/site/resources/jobs/planning\\_associate\\_casey\\_trees\\_washington\\_dc.php?taq=news](http://actrees.org/site/resources/jobs/planning_associate_casey_trees_washington_dc.php?taq=news)

## Planning Associate, Casey Trees (Washington, DC)

Deadline: December 1, 2010

The mission of Casey Trees is to restore, enhance and protect the tree canopy of the Nation's Capital. Casey Trees is looking for a Planning Associate to work with the Director of Planning + Design to help integrate tree canopy restoration, enhancement and protection measures into District plans and projects. Duties include: attending planning meetings, helping to define community based tree canopy goals, helping to draft public comment, and tracking land use changes and development patterns that impact DC's tree canopy.

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

### PRIMARY RESPONSIBILITIES

- \* Review and track DC plans and projects and make connections to existing and potential tree canopy.
- \* Study and report on current land use patterns for residential, business and public property and develop ways to encourage tree canopy increases in each different type of site.
- \* Represent Casey Trees on planning related steering committees, advisory teams and working groups.
- \* Attend public community planning, master planning and visioning meetings and encourage participants to incorporate tree canopy into planning initiatives.
- \* Draft public comments related to DC plans and projects for the Director of Planning + Design.
- \* Assist in developing training programs and informational workshops for professionals involved in planning, land, and community development

### QUALIFICATIONS

- \* Bachelor's degree in urban, environmental or community planning or related field or 2 years experience in planning.
- \* Experience in presenting to groups.
- \* A commitment to Casey Trees' mission and a passion for and commitment to urban, community and sustainable planning.
- \* Excellent communication, organizational, and interpersonal skills.
- \* Ability to manage multiple projects in a fast-paced nonprofit environment.
- \* Proficiency with MS Office, including Word, Outlook and Excel, is essential and experience with GIS is a plus.

### POSITION DURATION AND COMPENSATION

This is a full time year round position starting on or after January 20, 2011, with benefits, paid holidays, a uniform allowance, and a starting salary range of \$40,000 - \$45,000 (commensurate with experience).

### TO APPLY

Please email the following items to Maisie Hughes, Director of Planning + Design, at [jobs@caseytrees.org](mailto:jobs@caseytrees.org).

- \* Letter of Interest
- \* Résumé
- \* Available start date
- \* Contact information for three references

Enter "Planning Associate" in the subject line of the email. Applications are due Wednesday, December 1, 2010.

Casey Trees is an Equal Opportunity Employer.

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