

Job title: Community Forestry Recovery Coordinator

Location: Joplin and Duquesne area

Type of Job: Temporary Full-time

Job Description:

Coordinate community forestry recovery efforts within the City of Joplin and Duquesne region. Will be responsible for developing the network of donations, volunteers, and projects that collectively will improve the tornado affected area and citywide community forest. Work will be a mix of networking, meetings, developing contacts, and research in an office setting and physical work at planting and educational events. Either a vehicle will be provided or reimbursement paid for mileage. Work in a variety of weather conditions.



Duration and Hours: up to 2 years of funding. Working hours and days may vary with a minimum of 30 hours weekly with possible longer hours.

Pay Rate: \$14.93 per hour

Job Qualifications:

Coordination skills for multiple groups across multiple projects. Capable of dealing with the public in courteous manner. A valid driver's license is required. Applicants must pass a mandatory drug test following offer of employment.

To apply, submit a resume or MDC job application form (available at any MDC office). If emailing a resume, please send in Word or PDF. Send to: Nick Kuhn – Missouri Dept. of Conservation Community Forestry Coordinator at nick.kuhn@mdc.mo.gov

Contact Name: Nick Kuhn

Phone Number: 573.522.4115 x3306

Opening date: November 21, 2011

Closing date: December 9, 2011



The Missouri Dept. of Conservation is seeking to hire a Community Forestry Recovery Coordinator to work in the Joplin/Duquesne area and assist public and private efforts in restoring the community forest. This position is grant funded thru the USDA Forest Service with funding to last approximately 2 years.

Contact Nick Kuhn at 573.522.4115 x3306 and email a resume to nick.kuhn@mdc.mo.gov to apply

COORDINATION

- In partnership with the Cities of Joplin and Duquesne identify, contact, and establish a working relationship with all tree and natural resource related groups, organizations and interested individuals.
- Promote relationships between cities and non-profit groups, schools, nature based groups, and other interested and affected people to assure the reestablishment of a tree canopy in both communities following the May 2011 tornado.
- Create comprehensive lists of resources and work to connect donations of time and materials to appropriate projects.
- Develop network and methods to disseminate information to people and places in need in the Joplin/Duquesne tornado affected area.

PLANTING AND OTHER LABOR

- Train city employees, volunteers, contractors, and job corps workers on proper tree selection and planting nursery stock management, watering, mulching, and any other basic tree care operations.
- Physically participate in educational programs, planting projects, nursery stock management, watering, mulching, and any other basic tree care operations.
- Develop tree planting plans for projects in each community as requested.

COMMUNICATION/OUTREACH

- Develop, direct, and coordinate communication efforts related to forest recovery in the Joplin and Duquesne area.
- Plan, create and implement communications strategies for both internal and external audiences. Develop information programs that maintain a visible and positive image for the recovery efforts, Forestry Division and Department.
- Work closely with Regional and Urban Foresters to develop issue management and communications strategies for Department programs, services and resource management opportunities;
- Respond to requests and advise city councils, city administrators, park boards, and non-profits, local citizens, nurseries, tree services, and landscape contractors on urban forestry management, shade tree value, community forestry program development and serve as a liaison between commercial arborists, nurserymen, builders, developers and urban forestry consultants. Respond to individual homeowners requesting technical advice concerning tree care and maintenance
- Write, edit, revise and coordinate media release and technical information pertinent to the recovery efforts, to promote sponsored events, and accomplishments.
- Active participation with forestry professional groups and related industry groups
- Document work for grant reporting – report accomplishments on weekly basis to city and supervisor – prepare reports as requested on status of accomplishments and plans