Dear Midwest Urban Foresters,

Please see the job announcement below for a limited term position.

Jill

Program Coordinator for Million Tree Planting Initiative - Denver, Colorado
http://agency.governmentjobs.com/denver/job_bulletin.cfm?JobID=428941
Deadline: March 8, 2012

The City and County of Denver, City Forester’s Office has an exciting opportunity for a Program Coordinator to fill a limited term position in the Mile High Million work group on the Million Tree Planting Initiative. The Mile High Million brings the vision of a sustainable community directly into our neighborhoods and public spaces- aiming to foster community stewardship among individual citizens, neighborhood organizations, schools, nonprofits and businesses by supporting the planting of trees. The initiative is dedicated to creating partnerships and sponsoring work that helps connect people with nature and to each other. This position will work with current staff to support the Mile High Million tree planting initiative of Greenprint Denver. This position will report directly to the Mile High Million Program Manager.

RESPONSIBILITIES

- Primary point of contact for all participants in the Trees for Energy Savings Program.
- Designs, organizes, establishes, and evaluates work processes to ensure delivery of program services and to fulfill program objectives. Studies existing procedures, and recommends revisions or additions when necessary.
- Coordinates street and private property tree planting including all tasks related to utility locates, tree ordering, delivery and planting quality assurance.
- Primary data owner for City wide non park tree planting efforts.
- Creation of maps to direct and document tree plantings.
- Develops or modifies work plans, methods, and procedures and determines work priorities and develops work schedules. Provides work instruction and assists employees with difficult and/or unusual assignments.
- Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.
- Coordination of volunteer tree planting events.
- Creation of content for MHM website and social media.
- Create and maintain relationships with stakeholders.

MINIMUM QUALIFICATIONS

- Associate’s Degree in Horticulture, Urban Forestry, Forestry or a related field.
- Equivalency: appropriate experience may be substituted for the degree on a one-to-one basis. For example, if you do not have a related Associate’s Degree, two more years of appropriate experience must be demonstrated.
- Three years of technical or administrative experience performing standard research and evaluation and/or implementing work processes in a horticulture, urban forestry, forestry or related field.
- Ability to lift 35 lbs - this is a hands-on program coordinator role which includes involvement in the tree planting program.
- MS - Word proficient (document preparation, formatting, etc)
- Valid Driver’s License at the time of application and ability to drive a City vehicle (requires a good driving record and proof of insurability)

DURATION/COMPENSATION

Full time ending 12/31/2012. Salary range $42,917 - $45,000/yr, eligible for a complete benefits package.

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Jill R. Johnson
Midwest Urban Forestry Coordinator
U.S. Forest Service

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