Dear Midwest Urban Foresters,

Please see the job announcement below and distribute broadly.

Jill

Urban Forestry Special Project Coordinator
Washington State Department of Natural Resources
http://www.dnr.wa.gov/AboutDNR/Employment/Pages/Home.aspx

POSITION PROFILE:

The Urban & Community Forestry (UCF) Program is seeking a dynamic and energetic individual to join the team to coordinate urban forest restoration projects with Washington cities and town.

- Plan Development - develops and implements comprehensive regional urban forest restoration plan to efficiently implement UCF portion of the 2012 Capital Jobs Bill.
- Contract Administration - Negotiates and administers agreements to implement all restoration projects.
- Urban Forest Restoration Training - Provides formal and informal training on urban forest restoration.
- Project Coordination - identify, develop, and coordinate urban forest restoration projects in the Puget Sound basin and southwest Washington.

REQUIRED QUALIFICATIONS:

This position requires the incumbent/candidate to have knowledge and skill in the following in order to perform the essential functions described above:

- Three years’ work experience in a position requiring demonstrated success in urban forest restoration projects. Experience must demonstrate project management expertise.
- Two years’ work experience in a position that routinely included demonstrated success in building partnerships and project coordination with varied stakeholders and coordination with representatives of other agencies. Experience with state and local government urban forestry programs preferred.
- One year of experience in successfully administering public contracts, interagency agreements, grants or other partnership agreements.
- The ability to work with diverse interests to identify and achieve common goals.
- Excellent written and verbal communications skills.
- Excellent public speaking skills.
- The ability to convey messages clearly and persuasively.

DESIABLE QUALIFICATIONS:

A bachelor’s degree in forestry, natural resources, urban forestry, horticulture, urban landscape planning, or landscape architecture and three years of professional employment as an urban forester. Experience with State urban and community forestry program preferred.
SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- The incumbent in this position is required to travel.
- Must have a valid driver’s license and have two years of driving experience.
- Must be at least 18 years of age at the time of hire.
- Must have a current International Society of Arboriculture arborist certification.

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position, please submit:

- A letter of interest describing how your experience and qualifications relate to the position profile, required and desired position qualifications, and special position requirements. Please indicate in your letter of interest how you learned of this opportunity.
- A completed application – DNR Job Application, and Resume
- The names of three to five professional references.
- An online voluntary Applicant Profile Questionnaire. (This form is not required and is submitted online. Please do not print out and send in with application materials).

The first screening will be based on information contained in your candidate materials.

Submit all materials to: dnrrecruiting@dnr.wa.gov
Electronic email submittal preferred. Please indicate # 2012-06-7190 in the subject line of your e-mail.

Questions? Please contact Sarah Foster at 360-902-1704 or e-mail us at DNRrecruiting@dnr.wa.gov.

Or other method:

Melody Wolf
Department of Natural Resources
PO BOX 47033
Olympia, WA 98504-7033

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

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