POSITION: Community Forester Assistant
DEPARTMENT: Green Infrastructure
FLSA: Full time, Seasonal -Hourly
REPORTS TO: Senior Community Forester

SUMMARY:

The Community Forester Assistant will assist the Senior Community Forester in the implementation of community plantings from concept through implementation phase. This includes concept development (including community engagement and education), planning, ordering of material and supplies, organization of materials, working with community partners and volunteers, efficient planting implementation and follow-up as well as assessment of completed projects.

The Community Forester Assistant will also help support Green Infrastructure operations including community plantings, which generally occur on Saturdays. Support tasks may include, but are not limited to: working with volunteers to ensure trees are properly planted, attending evening community meetings, delivering tools to and from the planting site, organization and completion of Saturday planting operations, distributing community engagement materials and helping to inventory planted trees.

POSITION RESPONSIBILITIES:

- Aid in the preparation, installation, and supervision of Community Planting projects
  1. Assist Senior Community Forester with project evaluation and tree planting location marking
  2. Perform pre-planting activities including calling into Miss Dig, ordering and determining on-site mulch locations.
  3. Inspect and facilitate tree deliveries to project locations
  4. Address resident concerns regarding Greening operations and projects
  5. Assist and perform tree project inventories
  6. Develop and exercise leadership skills to utilize with Planting Force (seasonal planting staff) and daily operations

- Engage in Community Outreach and Educational Training
  1. Meet with community groups to discuss planting projects and Greening programs
  2. Work with Senior Community Forester to promote community plantings
  3. Distribute Community Engagement materials to promote project success
  4. Provide instruction at Greening community plantings
  5. Work with our Volunteer Coordinators to promote volunteer participation

- Prepare, take, and receive 80% on Greening Tree Inventory Test.
- Inventory and evaluate health of temporary stored stock
- Identify and assess individual tree and community forest health
- Maintain a database for past community planting projects
- Assist maintenance of Green Infrastructure projects as needed
- Facilitate positive relationships with City department personnel and community partnerships
- Assist in all other tasks involved with the promotion, operation and support of The Greening of Detroit as directed by the President of The Greening of Detroit and Director of Green Infrastructure
EDUCATION AND EXPERIENCE:

Possess at least a two-year associate degree in Forestry, Horticulture, Landscape Architecture, Environmental Science, or related field. The ideal candidate will hold a Bachelor of Science in one of the above or a related field and leadership experience in the forestry or environmental industries. Candidates will be considered who have not achieved a degree but who have comprehensive experience in green technologies, environmental remediation or forestry and horticulture. The ideal candidate will have experience or a strong desire to develop skills in forestry, horticulture, environmental science, and green infrastructure. Candidates should possess the capabilities to collaborate with others on common project goals in a fast-paced work environment.

KNOWLEDGE, SKILLS AND ABILITIES:

All Candidates must have a valid Chauffeurs’ License before starting their first day of work. The ideal candidate will be proficient in truck/trailer operation.

Candidates must display professionalism, positive attitude, independent judgment and decision-making ability, self-motivation, capacity to follow verbal and written direction, and a team mentality. We are seeking a demonstrated ability to work with diverse groups of people, excellent communication and organizational skills, and a genuine appreciation for the urban environment. Previous work with volunteers and community groups is desirable.

Candidates must be willing to work in a diverse work environment, be computer literate, and a proven ability to create successful partnerships.

We are looking to have the successful candidate in place by February 23rd, 2015. Please send resume and cover letter by February 6th, 2015 5pm to attention Sal Hansen, Senior Community Forester recruiting@greeningofdetroit.com and Sal@greeningofdetroit.com