Position Available: Community Trees Project Coordinator

Classification: Full-time, Non-exempt

Department: Science and Conservation

Position Summary: Provide special project-based support, coordination and organization for the Community Trees Program. Special projects will typically be based on grants received by the Community Trees Program and/or the Regional Trees Initiative. Support the Community Trees Program by meeting specific needs of the program’s work plan. The Community Trees Program helps community groups who seek to foster healthy and sustainable urban and community forests improve tree health and management practices to enhance the health, beauty, and livability of their communities, and advance the mission of The Morton Arboretum.

Qualifications:
Bachelor's degree required, Master's degree preferred, in the areas of forestry, horticulture, or natural resource management. 2+ years experience in research, grant management, or project management required. International Society of Arboriculture Certification preferred. Experience in presenting programs preferred. Experience with community and civic organizations and processes preferred. Familiarity with GIS mapping and analysis preferred. Good communication skills, attention to detail, organizational skills, and customer service ethic required. Must possess a valid driver’s license, which is subject to insurability and an annual Motor Vehicle Record (MVR) report. Proficiency with Microsoft Office Suite, social media, and web content development and experience with Gmail and other Google applications beneficial.

Success Factors:
Effective time-management skills and a positive and flexible approach to the job. Ability to nimbly manage complex tasks and concurrent projects. Customer service oriented with the ability to relate effectively with persons internal and external to the Arboretum.

Physical Demands and Work Environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.
- Physical Demands: Requires some physical activity: limited lifting and carrying (up to 30 lbs.), walking over uneven terrain, regular local travel by car or train.
- Work Environment: Office environment and various venues for community events. Work is performed primarily indoors.
- Equipment: General office equipment, digital camera.
- Schedule: Work requires occasional evening and weekend hours.

If interested, please forward cover letter, salary requirements, and resume or application, to The Morton Arboretum, Human Resources, 4100 Illinois Route 53, Lisle, IL, 60532-1293, or email to: jobs@mortonarb.org.

The Morton Arboretum is an equal opportunity employer committed to achieving a diverse workforce.