



**MINNEAPOLIS PARK AND RECREATION BOARD**  
invites applications for the position of:

# Forestry Outreach Coordinator

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**SALARY:** \$31.61 - \$37.34 Hourly

**OPENING DATE:** 02/03/20

**CLOSING DATE:** 02/21/20 04:30 PM

**WHO WE ARE:**

Established in 1883, the Minneapolis Park and Recreation Board (MPRB) oversees a renowned urban park system spanning 6,809 acres of parkland and water. Featured among its 180 park properties are 55 miles of parkways, 102 miles of Grand Rounds biking and walking paths, 22 lakes, 12 formal gardens, 7 golf courses and 49 recreation centers. The MPRB is proud to provide services, programs and activities that meet the park and recreation needs of diverse communities and ensure race equity, gender inclusion and universal access. Altogether, MPRB properties receive about 23 million visitors annually, and employs approximately 570 full-time and 1,400 part-time and seasonal employees.

Park it here for an exciting career by joining the #1 urban park system in the United States as recognized by the Trust for Public Land in 2013, 2014, 2015, 2016, 2017 and 2018.

**SUMMARY:**

The Minneapolis Park and Recreation Board is seeking a dedicated Forestry Outreach Coordinator to support the MPRB's efforts to assure a healthy, vibrant and sustainable urban forest. The Forestry Outreach Coordinator will develop, manage, coordinate, promote and oversee urban and community forestry outreach and stewardship programs with an emphasis on engaging the public in tree care, planting and maintenance activities. This person will cultivate and maintain strategic partnerships and educational opportunities with relevant groups to advance a community connection with sustainable urban forestry practices. This role supports the broader environmental stewardship efforts of all MPRB functions that are consistent with the organization's mission, values, goals, and comprehensive plan. **This position is possible due to special funding for 2020 only, with plans to restore permanent funding in the next budget cycle.**

**WHAT YOU'LL DO:**

- Develop and manage urban and community forestry outreach and stewardship programs within the MPRB system and throughout the City of Minneapolis.
- Inspire, recruit, train, organize, coordinate and supervise volunteers from diverse backgrounds during the performance of cultural practices that improve tree health while promoting social engagement. Such engagement includes hands-on participation and demonstrations involving tree planting, pruning, mulching, protection and preservation.
- Develop relationships with neighborhoods, communities and organizations throughout Minneapolis to ensure that all residents have access, through engagement opportunities, to the many public health, economic, ecological and social benefits that trees provide.
- Apply practices and procedures to ensure program development and implementation that includes methods for data tracking, reporting of key outreach participation metrics and collaboration with others as needed.
- Promote, schedule and coordinate the public appearances of "Elmer the Elm Tree", MPRB Forestry Department's costumed mascot, whose public appearances help educate residents about the benefits provided by trees.
- Plan, direct and promote annual Arbor Day celebration. Generate information needed to guide staff and volunteer involvement.

- Work with the Minneapolis Tree Advisory Commission by attending meetings and expanding their role in community outreach.
- Develop collaborative efforts with schools and other institutions to actively engage youth with trees and arboriculture. Examples include school forests and the University of Minnesota's Youth Engagement in Arboriculture Program.
- Prepare, present, teach and host events and presentations for diverse audiences that promote an awareness of matters related to the urban forest.
- Effectively represent the Forestry Department by collaborating and working directly on urban forestry outreach initiatives with other MPRB Departments and agencies including, but not limited to, the City of Minneapolis, Hennepin County, Watershed Districts, University of Minnesota and other government agencies including those at the state and federal level.
- Support media communication efforts and coordinate with the MPRB Communications and Marketing Department by writing and designing communication materials needed to enhance and maintain information available to the public through the Park Board's website, social media outlets and other channels.
- Represent the MPRB at public meetings, on committees both internal and external and at community events as required.

## **WHAT TO BRING:**

### **Need to Have:**

- Bachelor's degree from an accredited college or university with a major in urban forestry, forestry, horticulture, natural resources or related field.
- Increasingly responsible professional work experience in urban forest outreach for government or non-profit agencies including, but not limited to, administrative work: at least three years.
- An equivalent combination of related experience, education and training may be considered.
- Valid driver's license.

### **Nice to Have:**

- Certified Arborist from the International Society of Arboriculture (obtained within 6 months of meeting ISA eligibility requirements). Municipal Specialist credential preferred.
- Tree Inspector's License from the Minnesota Department of Natural Resources (obtained within 6 months of hire).
- Pesticide Applicator License from the Minnesota Department of Agriculture in categories A & E (obtained within 6 months of hire).

### **Skills Crucial to Success in This Role:**

- Knowledge of urban forestry and outreach best practices and how to effectively combine them so as to engage communities and organizations.
- Outstanding customer service principles, practices and standards for a diverse customer base.
- Minneapolis communities and neighborhoods, demographics, issues, needs and opportunities.
- Social media marketing or internet marketing that involves creating and sharing information on social media networks in order to achieve marketing and/or branding goals.
- Thoughtfully organize and creatively administer culturally responsive urban forestry outreach and engagement activities for increased access to services and programs.

## **ADDITIONAL INFORMATION:**

**Job Information Session:** A 30-minute Job Information Session will be held on Tuesday, February 18, 2020 at 12:00pm in the River Conference Room at MPRB Headquarters. This is your opportunity to ask questions about the position and to gain a better understanding of the civil service application process. Interested parties are encouraged to attend. If you are unable to attend in-person, please join us via phone conference at (612) 230-6595.

[View](#) a full list of qualifications and job description  
[Learn more](#) about Veteran's Preference

**Selection Process:**

To apply for this full-time civil service position, applicants must complete an online application with supplemental questions at [www.minneapolisparcs.org/jobs](http://www.minneapolisparcs.org/jobs). Late applications will be rejected.

What steps the selection process involves:

- We review your minimum qualifications.
- We rate your training and experience based on application materials and supplemental questions (30%).
- We conduct a structured panel interview (oral exam) (70%).
- We calculate your civil service score based on the above components and place you on the eligible list if all testing components are passed (passing score for each component and as an overall score is 70.00 or above). Eligible list will expire in three (3) months.
- We refer the top finalists to the hiring manager for an interview.
- References, including verification of employment and work performance, may be considered.
- We conduct a background check. Upon receiving a conditional offer of employment, the applicant will be asked to sign an informed consent allowing the Minneapolis Park and Recreation Board to obtain their criminal history in connection with the positions sought. View the MPRB Background Check Policy at <https://www.minneapolisparcs.org/asset/9585u2/2013-Background-Check-Policy.pdf>

Please note that HR reserves the right to limit the number of people invited to successive testing events.

*The MPRB is a tobacco-free workplace and park system.  
The MPRB is an Equal Opportunity Employer.*

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.minneapolisparcs.org>

Position #REQ00402  
FORESTRY OUTREACH COORDINATOR  
KC

2117 West River Rd N  
Minneapolis, MN 55411

[hr@minneapolisparcs.org](mailto:hr@minneapolisparcs.org)

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**Forestry Outreach Coordinator Supplemental Questionnaire**

- \* 1. Following are a series of supplemental questions to assess your job-related experience and qualifications. The information on the application and your responses to the following supplemental questions will be used in a competitive evaluation of qualifications and will be used to determine your civil service score and placement on the eligible list. Therefore, all applicants are encouraged to be complete and thorough in their answers. The employment history and education detailed in your general online application must validate/support your responses to the supplemental questions. If your responses cannot be validated, you will not proceed to the next step of the selection process. A resume may be submitted, but it will not substitute for the general online application or supplemental questions; responses such as "see resume," "see application," or a separate attachment with responses to supplemental questions will not be considered.  
 I acknowledge that I have read and understand the above information and instructions.
- \* 2. This position is possible due to special funding for 2020 only, with plans to restore permanent funding in the next budget cycle.  
 I acknowledge and understand.

- \* 3. Please indicate the highest educational degree you have received:
  - High school diploma or equivalent
  - Associate's Degree
  - Bachelor's Degree
  - Master's or Post-Graduate Degree
  - I do not have a degree
- \* 4. If you indicated in Question #2 that you have a degree, please list your major/area of study. If you do not have a degree, list "N/A."
- \* 5. How many years of professional work experience do you have in urban forestry outreach for a government or non-profit agency?
  - Less than 3 years
  - 3 years but less than 5 years
  - 5 years but less than 7 years
  - 7 or more years
  - I do not have this experience
- \* 6. How many years of administrative work experience do you have?
  - Less than 3 years
  - 3 years but less than 5 years
  - 5 years but less than 7 years
  - 7 or more years
  - I do not have this experience
- \* 7. Please indicate which of the following licenses and certifications you currently possess. Check all that apply:
  - Valid driver's license
  - Certified Arborist from the International Society of Arboriculture
  - Municipal Specialist credential from the International Society of Arboriculture
  - Tree Inspector's License from the Minnesota Department of Natural Resources
  - Pesticide Applicator License from the Minnesota Department of Agriculture in categories A & E
  - None of the above
- \* 8. An essential duty of this position is to engage residents in activities that improve tree health. Describe your experience working with volunteers performing hands-on tasks such as tree planting, pruning, mulching, protection and preservation.
- \* 9. The Minneapolis Arbor Day Celebration is an annual event that has drawn over 1000 attendees over the past few years. Describe your experience with planning and organizing an Arbor Day celebration or similar community event?
- \* 10. Developing collaborative efforts with schools will actively engage youth with trees and arboriculture. Describe your experience helping school age children (K through 12) learn about the benefits provided by trees.
- \* 11. The MPRB website contains valuable information about the Forestry Department. In addition, the public can reach the MPRB through various social media outlets. Explain your experience working with websites and social media accounts.
- \* 12. The promotion and development of fruit tree cultivation as well as the adoption of fruit

trees in parks is an essential duty of this position. Describe your experience working with fruit trees and involving the public with caring for them.

\* Required Question