

Job Announcement | Urban Forester II



Date
November 2020

Department
Tree Planting

Location
Washington, D.C.

Classification
Full-Time, Exempt

Employment Terms
At Will

Reporting to
Director of Tree Planting

Summary

The Urban Forester II (UFII) manages Casey Trees' Community Tree Planting and related year-round and seasonal programs requiring a high degree of volunteer/partner coordination, interaction and support. The incumbent coordinates/manages tree orders from a variety of sources and holding yard inventory management. The UFII assists in designing and implementing data-driven solutions to improve the efficiency and impact of projects and programs. Finally, the incumbent mentors Urban Forester I's in a variety of ways, such as identifying relevant educational and training materials, responding to technical questions, participating directly in training sessions, and the like.

Essential Functions

- Manages the Community Tree Planting Program and other outwardly-facing, relationship-sensitive programs and initiatives. Reviews applications, formulates plans, secures permits, conducts orientations and site visits, orders trees, arranges event logistics and evaluates program success/impact once completed
- Works collaboratively with other CT departments to ensure seamless event execution, donor satisfaction, program improvement, attainment of development goals, exploration of new partner opportunities, etc.
- Manages tree procurement including sourcing, invoicing, delivery, inventory, reconciliation, etc.
- Works closely with the Director of Tree Planting on program monitoring, evaluation, and enhancement
- Works with Director and Urban Forestry Manager to schedule seasonal installation
- Supports development activities by promoting tree planting programs and activities, identifying/coordinating signature events for corporate partners, commemorative tree ceremonial events and others
- Manages/supports tree planting events/programs/activities involving trained and untrained volunteers including but not limited to: planning, logistics, training and related support
- Tracks trees to ensure sound internal controls from delivery, inventory management, planting and reconciliation of planting data including mortality checks and verification
- Provides advice and technical assistance to support classes, events, public inquiries, community outreach, etc.
- Stays current on arboriculture/urban forestry best practices and emerging trends
- Develops/implements strategies to cultivate new, and advance existing relationships to engage, educate and involve volunteers and others in attainment of our goals and mission
- Communicates and distributes information/promotional materials including flyers, brochures, newsletter articles, press releases, etc. Attends community meetings to promote CT activities and events
- Collaborates with multiple CT departments on various projects related to tree planting and care needs
- Manages the Data Technician; oversees the Tree Planting department's use of Salesforce and ArcGIS
- Manages the GIS Analyst to provide geolocations of installation for external partners and internal needs
- Responsible for coordination of grant reporting and accurate accounting
- Supports the Director as required to onboard staff, develop/implement in-house training sessions, etc.
- Connects people to trees
- Other duties as assigned

Working Conditions

The incumbent works in the office and in the field. Must be able to use equipment such as (not an exclusive list): desktop computer; smart phones; automobile; pickup truck with trailer; various hand tools such as shovels, rakes, saws, ladders, and pruning shears, etc.

Physical Demands:

- Use of equipment and lifting to plant and maintain trees
- Working outside year-round conducting site visits, planting trees, instructing volunteers and others year-round in the heat, cold and inclement weather

- While performing the duties of this job, the incumbent is frequently required to sit, talk and hear. The incumbent is constantly required to use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to climb, balance, stoop, kneel, crouch, crawl and walk. The incumbent is required to lift and/or move up to 60 pounds, and occasionally up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus. In the office environment, this position would require the ability to lift files, open filing cabinets and bending or standing on a stool as necessary
- The physical demands and work environment described are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in accordance with the Americans with Disabilities Act

Required Qualifications

- Bachelor's degree in arboriculture, horticulture, urban forestry, natural resources management or a related field, plus two years of experience; or, an equivalent combination of education and experience
- Additional years of demonstrated experience aligning with duties of this position a significant plus
- ISA Certified Arborist credential required upon hire, or; within the first year of employment
- Demonstrated knowledge of Geographic Information Systems, Salesforce, Eventbrite, Microsoft Office and other software programs as required
- Valid driver's license; clean driving record; willingness/ability to drive pickup truck
- Must be able to establish, track and meet deadlines, often under pressure
- Professional demeanor, superior written and oral communications skills, and the ability to positively and effectively interact and work with a wide variety of people, including government employees, volunteers, community partners, corporate and individual donors, etc.
- Demonstrated knowledge and experience of urban tree planting/landscape operations, arboriculture, forest ecology, tree stock type and sizes, tree selection, nursery operations, ANSI standards, etc.
- Excellent interpersonal skills; creativity, flexibility, confidence, positive spirit required
- Works evenings, weekends and extended hours when needed

Compensation/Benefits:

\$65,000-\$70,000 annually, dependent on experience and qualifications. Excellent benefits including health, dental and vision insurance, graduated match 403(b) and a robust professional development budget.

To Apply:

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- Open until filled
 - Contact for questions: Laura Cooper, lcooper@caseytrees.org
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