



## State of Washington

# Tree Equity Collaborative Project Manager, EP3

|                           |  |                          |                               |
|---------------------------|--|--------------------------|-------------------------------|
| <b>SALARY</b>             | \$5,341.00 - \$7,184.00 Monthly<br>\$64,092.00 - \$86,208.00 Annually  | <b>LOCATION</b>          | Thurston County – Olympia, WA |
| <b>JOB TYPE</b>           | Project (limited duration)   | <b>REMOTE EMPLOYMENT</b> | Flexible/Hybrid               |
| <b>JOB NUMBER</b>         | 2023-11-P429-14854   | <b>DEPARTMENT</b>        | Dept. of Natural Resources    |
| <b>OPENING DATE</b>       | 11/17/2023   | <b>CLOSING DATE</b>      | 12/3/2023 11:59 PM Pacific    |
| <b>SALARY INFORMATION</b> | The high end of the salary range, Step M is typically a longevity step |                          |                               |

## Description



WASHINGTON STATE DEPARTMENT OF  
**NATURAL RESOURCES**

**Tree Equity Collaborative Project Manager, EP3****Recruitment #2023-11-P429****Full-time, Project, Represented position****Anticipated Project employment is November 2023-October 2025****Location: Natural Resources Building- Olympia, WA****Location and Partial Telework flexibility may be available and considered****Relocation Compensation may be available and considered****Salary: \$5,341.00 - \$7,184.00 Monthly**

Review of applications is ongoing. We reserve the right to make a hiring decision or close this recruitment at any time after 11/27/23. It is in your best interest to submit materials as soon as possible.

**Want to join something GREAT and make a difference?**

Bring your unique skills and creativity to work every single day, in a flexible and mutually supportive work environment among others who share your passions for community engagement and urban forestry. You will bring to life and coordinate the Tree Equity Collaborative, with the goal of expanding tree equity in communities across the state. If you love working with people, if you are committed to principles of equity and environmental justice, and if you enjoy working independently as part of a small team, this could be one of your most fulfilling jobs.

This year Washington DNR and American Forests signed an MOU that launched the Washington Tree Equity and Reforestation Initiative: Increasing Tree Equity and Forest Cover Statewide to improve the health and breadth of urban tree canopy in cities throughout the State of Washington in a manner that simultaneously increases Tree Equity while also helping to address barriers to scaling reforestation efforts across the state. Tree Equity is about ensuring all people experience the benefits of trees, and correcting past wrongs that have led to inadequate tree canopy cover predominantly in areas with historically and systemically marginalized communities.

The Tree Equity Collaborative Project Manager will be responsible for oversight and delivery of all aspects of a two-year work plan for this initiative between American Forests and the Washington Department of Natural Resources including

being primary staff support to the Washington Tree Equity Collaborative. This two-year project position will take over the coordination of a first-of-its-kind statewide collaborative with the goal of empowering local cities, towns, and counties to establish, expand, or resource urban forestry programs that will make Washington State more climate resilient and more equitable. The aim is for the Tree Equity Collaborative to grow to 50-80 members within the first year. Located within DNR's Urban and Community Forestry Program within the Forest Resilience Division this position will directly work with American Forests, DNR's Policy team, cities statewide, tribes, and community organizations. Direct experience with urban forestry is not required; the successful candidate will have led a major project, campaign, or initiative on any subject matter that required conducting outreach and engagement with diverse stakeholder groups, organizing and facilitating large meetings, setting and meeting deadlines while bringing a broad vision to life and developing and executing a timebound work plan. Experience launching a new initiative is desired.

The successful candidate will possess the passion, imagination, and leadership skills necessary to establish a statewide initiative and demonstrate the organizational skills and attention to detail necessary to develop and manage complex relationships, financial plans, and programs simultaneously. We will look for a candidate who is entrepreneurial, takes initiative, and can build systems and processes. The successful candidate will also share our vision that creating a healthier Washington begins with the perspectives and meaningful engagement of those most impacted by environmental injustice. Work will be at the intersection of many competing interests and accountability will be reducing environmental and health disparities throughout Washington.

## Duties

### Responsibilities:

#### Washington Tree Equity Collaborative Leadership and Staff Support

- In coordination with Executive leadership from American Forest and DNR, develop a statewide Tree Equity Collaborative, in close collaboration with the Washington Community Forestry Council, which will include local leaders to provide guidance to our work to increase Tree Equity in Washington, to leverage the insight and resources of additional partners, and drive the effort out into the field.
- Provide strategic vision and direction for the establishment and sustained operations of the Washington Tree Equity Collaborative.
- Provide day-to-day leadership and staff support for all members and stakeholders of the Washington Tree Equity Collaborative; effectively anticipating and responding to the different needs and interests of coalition partners.
- Develop and maintain the Tree Equity Collaborative's collective work plan.
- Strategically identify and cultivate partnership opportunities that contribute to advancing the Washington Tree Equity Collaborative's goals and expand the collaborative's network.

- Record meeting minutes of Tree Equity Collaborative meetings and oversee necessary follow-up on all action items and progress tracking.
- Nurture relationships with diverse constituencies in cities and towns throughout the state to foster awareness of the Tree Equity Collaborative and a culture of knowledge exchange for urban forestry in Washington.
- Facilitate and support tree equity goal setting by collaborative members for their geography and connect how these community-driven tree equity goals contribute towards the implementation of DNR's Urban and Community Forestry program goals statewide.
- Facilitate coordination between the Washington Tree Equity Collaborative and the Washington Community Forest Council, American Forests staff, the DNR Policy team, and the DNR Urban and Community Forestry program.

### **Develop and Implement a Strategic Plan to Increase Tree Equity in Washington**

- Learn and integrate American Forests' Tree Equity change model in pursuit of Washington DNR's Urban and Community Forestry goals.
- Develop a coordinated Tree Equity program work plan between American Forests and DNR that is thorough, realistic, and strategically aligns across different organizations and areas of activity.
- Develop and administer a Washington tree equity program two-year financial implementation plan for the MOU; combining public and private resources specifically dedicated to moving forward project goals.
- Secure and leverage resources to increase Tree Equity in cities across Washington State. This may include, but is not limited to, grant writing.
- Work with local elected officials and administrators to understand both the technical and resource support necessary to empower local jurisdictions to develop urban forestry policy, project, and funding proposals to increase tree equity.
- Informed by data-driven spatial prioritization tools and other information sources, identify communities and develop outreach strategies to bring local partners into the collective strategy to increase tree equity.
- Develop a tree equity monitoring plan that includes metrics and utilization of the Tree Equity Score Analyzer to measure progress towards collective goals over time.
- Develop workforce development and career pathway programs for statewide urban forestry community of practice in Washington to overcome systemic barriers to entry and retention in the field including pre-employment training, mentoring, and direct job placement and support.
- Manage contracts and grant agreements as necessary.
- Seek opportunities for and help facilitate the formation of local and regional partnerships to accomplish urban forestry projects.
- In support of DNR's Policy team lead, pilot a reforestation carbon project through American Forest's Reforest America Carbon Program and conduct reforestation needs and pipeline assessments;

### **Tree Equity Communications**

- Develop a media and communications strategy for promoting Tree Equity in Washington and celebrating successes including planting and tree care events with communities and community organizations as showcases.

- Work closely with DNR and American Forest's Communications teams in highlighting work by writing articles, blog posts, doing interviews, and assisting with social media and video content.
- Strategically identify aspects of the work to highlight and particular audiences to cultivate.
- Deliver conference and public presentations that report on the work accomplished, successes achieved, and best practices developed.
- Communicate with constituents: reminders of educational events, responding to requests for informational materials, executive management informational requests, etc.

## Qualifications

### Required Qualifications:

- A bachelor's degree in urban forestry, natural resource management, environmental science, environmental justice, landscape architecture, environmental engineering, city planning, or another related field AND At least two years of experience in urban forestry, natural resource management, environmental science, environmental justice, landscape architecture, environmental engineering, city planning, or another related field.  
OR An equivalent combination of education and/or experience.
- Experience successfully managing and administering grants, contracts, or other partnership agreements.
- Experience and skills in customer service.
- Experience in effective oral and written communications and can convey messages clearly and persuasively,
- Experience in public-facing initiatives, community, stakeholder, and partner outreach and engagement to meet a specific objective including public speaking skills.
- Demonstrated experience responding to and interacting in a positive, responsive, cooperative, and collaborative manner with the public and other professionals (both inter-organizational and interdisciplinary).
- Proficient with computers and Microsoft Office applications including Excel and SharePoint.
- Experience working with underserved or historically marginalized residents, neighborhoods, or communities; a firm understanding of social and environmental justice issues.
- Demonstrated commitment to fostering and supporting an environment that honors diversity, equity, inclusion, and environmental justice practices.
- Perform assigned duties in a manner consistent with applicable laws, regulations, and public records retention and requests are followed.
- A highly self-motivated, interdisciplinary thinker with a passion for urban resilience and social equity.
- DNR Core Competencies:
  - Personal Accountability
  - Value Others
  - Compassionate Communication

- Inspire Others
- Commitment to Excellence

**Special Requirements and Conditions of Employment:**

- Most work is performed indoors in office environments but may occasionally include other settings.
- Infrequent travel is expected for meetings and consultations provided to partners around the state, away from the position's main duty station. Such travel may be multiple days in length and require overnight stays. Additional opportunities to travel may include attendance at meetings, conferences, and other activities within and outside of the state.

**Desired Qualifications:**

- Master's degree.
- Deep knowledge of urban and community forestry.
- Demonstrated entrepreneurial skills to work collaboratively with diverse stakeholders to achieve an outcome-driven vision.
- Grant writing and development experience.
- Skills and experience with general forest health issues such as insects, diseases, invasive species, drought, wildland fire, etc., and general UCF knowledge of tree inventories, canopy analysis, urban forest management plans, and tree plantings

**Supplemental Information****Application Requirements:**

- To be considered you must apply online at [www.careers.wa.gov](http://www.careers.wa.gov) (Click on the APPLY button above).
- Attach a letter of interest describing how your experience and qualifications relate to the position profile and the position required, desired and special requirements.
- Attach a resume describing your experience and qualifications.
- Provide three to five professional references – you may attach a document, use the References text field in the online application, or include with resume.
- **Important:** Do not attach any documents that include photos or private information (social security number, year of birth, etc.).
- Complete all supplemental questions.
- Candidates that move forward in the recruitment process may be contacted via email from [info@governmentjobs.com](mailto:info@governmentjobs.com) with interview information/scheduling instructions. Please monitor the email listed in your application materials and check your junk email folder to ensure you receive those communications.

**Questions?** Please contact Csenka Favorini-Csorba at [csenka.fc@dnr.wa.gov](mailto:csenka.fc@dnr.wa.gov) or e-mail us at [DNRrecruiting@dnr.wa.gov](mailto:DNRrecruiting@dnr.wa.gov)

### **About the Department of Natural Resources (DNR).**

At DNR we approach our work through the lens of making Washington a better place environmentally and are dedicated to serving Washington's lands and communities through diversity, equity and inclusion.

**Our Vision** – Our actions ensure a future where Washington's lands, waters, and communities thrive.

**Our Mission** – Manage, sustain, and protect the health and productivity of Washington's lands and waters to meet the needs of present and future generations.

#### **Our Core Values:**

- Safety and Well-Being —Our top priority is the safety of the public and our employees.
- Public Service —We value and respect the public we serve, and we value and respect the people of the Department of Natural Resources who step up to serve.
- Innovation and Creative Problem-Solving — We solve our state's most pressing challenges through innovative thinking, dedication, and bold and creative vision.
- Leadership and Teamwork —We are committed to building leaders at all levels and building teams for success.

#### **DNR provides excellent benefits, a few of those include:**

- Commitment to organizational health and wellness
- Work/life balance
- DNR Employee Resource Groups (Diversity, Equity and Inclusion Council, Women's Employee Resource Group, Veterans Employee Resource Group, etc.)
- Statewide Employee Business Resource Groups, [visit here to learn more](#)
- Leadership that empowers and supports employees
- Professional development opportunities
- Educational and career development aid
- Public Service Loan Forgiveness Eligibility
- Opportunities to participate in wildland fire suppression assignments
- A comprehensive benefit package that includes employer contributions toward health insurance, paid holidays, retirement plans, sick leave and vacation days. Visit <http://careers.wa.gov/benefits.html> for more information.

#### **Additional Information:**

This recruitment may be extended and may also be used to fill future similar vacancies for up to sixty (60) days.

DNR does not use the E-Verify system. For more information, please visit [www.uscis.gov](http://www.uscis.gov).

Veterans wishing to claim Veteran's preference please attach a copy of your DD-214, NGB-22 or other verification of military service. Please black out your social security number prior to attaching. We thank you and are grateful for your service!

Equal Opportunity Employer: The Washington State Department of Natural Resources is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans, military spouses or people with military status, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call (360) 522-2500 or email [DNRrecruiting@dnr.wa.gov](mailto:DNRrecruiting@dnr.wa.gov) . Applicants who are deaf or hard of hearing may call through the [Washington Relay Service](#) by dialing 7-1-1 or 1-800-833-6384

Once you submit your online application, you can check your status by logging into your account. If you experience technical difficulties creating, accessing or completing your application call NEOGOV toll-free at (855) 524-5627 or email [CareersHelp@des.wa.gov](mailto:CareersHelp@des.wa.gov).

**Check us out on:** [DNR's website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#) | [WordPress](#)

## Benefits

### More than Just a Paycheck!

Employee benefits are not just about the kind of services you get, they are also about how much you may have to pay out of pocket. Washington State offers one of the most competitive benefits packages in the nation.

We understand that your life revolves around more than just your career. Like everyone, your first priority is ensuring that you and your family will maintain health and financial security. That's why choice is a key component of our benefits package. We have a selection of health and retirement plans, paid leave, staff training and other compensation benefits that you can mix and match to meet your current and future needs.

### Read about our benefits:

*The following information describes typical benefits available for full-time employees who are expected to work more than six months. Actual benefits may vary by appointment type or be prorated for other than full-time work (e.g. part-time); view the job posting for benefits details for job types other than full-time.*

**Note:** *If the position offers benefits which differ from the following, the job posting should include the specific benefits.*

### Insurance Benefits

Employees and their families are covered by medical (including vision), dental and basic life insurance. There are multiple medical plans with affordable monthly premiums that offer coverage throughout the state.

Staff are eligible to enroll each year in a medical flexible spending account which enables them to use tax-deferred



dollars toward their health care expenses. Employees are also covered by basic life and long-term disability insurance, with the option to purchase additional coverage amounts.

To view premium rates, coverage choice in your area and how to enroll, please visit the [Public Employees Benefits Board \(PEBB\) website](#). The [Washington Wellness](#) program from the Health Care Authority works with PEBB to support our workplace [wellness programs](#).

[Dependent care assistance](#) allows the employee to save pre-tax dollars for a child or elder care expenses.

Other insurance coverage for auto, boat, home, and renter insurance is available through payroll deduction.

The [Washington State Employee Assistance Program](#) promotes the health and well-being of employees.

### **Retirement and Deferred Compensation**

State Employees are members of the Washington Public Employees' Retirement System (PERS). New employees have the option of two employer contributed retirement programs. For additional information, check out the [Department of Retirement Systems'](#) web site.

Employees also have the ability to participate in the [Deferred Compensation Program](#) (DCP). This is a supplemental retirement savings program (similar to an IRA) that allows you control over the amount of pre-tax salary dollars you defer as well as the flexibility to choose between multiple investment options.

### **Social Security**

All state employees are covered by the federal [Social Security](#) and Medicare systems. The state and the employee pay an equal amount into the system.

### **Public Service Loan Forgiveness**

If you are employed by a government or not-for-profit organization, and meet the qualifying criteria, you may be eligible to receive student loan forgiveness under the [Public Service Loan Forgiveness Program](#).

### **Holidays**

Full-time and part-time employees are entitled to paid holidays and one paid personal holiday per calendar year.

**Note:** Employees who are members of certain Unions may be entitled to additional personal leave day(s), please refer to position specific [Collective Bargaining Agreements](#) for more information.

Full-time employees who work full monthly schedules qualify for holiday compensation if they are employed before the

holiday and are in pay status for at least 80 nonovertime hours during the month of the holiday; or for the entire work shift preceding the holiday.

Part-time employees who are in pay status during the month of the holiday qualify for the holiday on a pro-rata basis. Compensation for holidays (including personal holiday) will be proportionate to the number of hours in pay status in the month to that required for full-time employment, excluding all holiday hours. Pay status includes hours worked and time on paid leave.

### **Sick Leave**

Full-time employees earn eight hours of sick leave per month. Overtime eligible employees who are in pay status for less than 80 hours per month, earn a monthly proportionate to the number of hours in pay status, in the month to that required for full-time employment. Overtime exempt employees who are in pay status for less than 80 hours per month do not earn a monthly accrual of sick leave.

Sick leave accruals for part-time employees will be proportionate to the number of hours in pay status, in the month to that required for full-time employment. Pay status includes hours worked, time on paid leave and paid holiday.

### **Vacation (Annual Leave)**

Full-time employees accrue vacation leave at the rates specified in [WAC 357-31-165\(1\)](#) or the applicable collective bargaining agreement (CBA). Full-time employees who are in pay status for less than 80 nonovertime hours in a month do not earn a monthly accrual of vacation leave.

Part-time employees accrue vacation leave hours in accordance with [WAC 357-31-165\(1\)](#) or the applicable collective bargaining agreement (CBA) on a pro rata basis. Vacation leave accrual will be proportionate to the number of hours in pay status, in the month to that required for full-time employment.

Pay status includes hours worked, time on paid leave and paid holiday.

As provided in [WAC 357-58-175](#), an employer may authorize a lump-sum accrual of vacation leave or accelerate the vacation leave accrual rate to support the recruitment and/or retention of a candidate or employee for a Washington Management Service position. Vacation leave accrual rates may only be accelerated using the rates established WAC 357-31-165.

**Note:** Most agencies follow the civil service rules covering leave and holidays for **exempt** employees even though there is no requirement for them to do so. However, agencies are required to adhere to the applicable RCWs pertaining holidays and leave.

### **Military Leave**

Washington State supports members of the armed forces with 21 days paid military leave per year.

**Bereavement Leave**

Most employees whose family member or household member dies, are entitled to three (3) days of paid bereavement leave. In addition, the employer may approve other available leave types for the purpose of bereavement leave.

**Additional Leave**

[Leave Sharing](#)

[Parental Leave](#)

[Family and Medical Leave Act \(FMLA\)](#)

[Leave Without Pay](#)

Please visit the [State HR Website](#) for more detailed information regarding benefits.

Updated 12-31-2022

---

**Agency**

State of Washington

**Address**

[View Job Posting for Agency Information](#)

[View Job Posting for Location, Washington, 98504](#)

**Phone**

[View Posting for Agency Contact](#)

**Website**

<http://www.careers.wa.gov>

**Tree Equity Collaborative Project Manager, EP3 Supplemental Questionnaire****\*QUESTION 1**

Please describe what interests you about the Department of Natural Resources and our Urban and Community Forestry Program.

**\*QUESTION 2**

Please describe what a work environment based on diversity, equity, inclusivity and belonging means to you.

**\*QUESTION 3**

Please describe your skills and experience working with diverse people and communities, particularly as it relates to addressing issues of environmental justice.

**\*QUESTION 4**

Do you have a bachelor's degree in urban forestry, natural resource management, environmental science, environmental justice, landscape architecture, environmental engineering, city planning or another related field AND at least two years of experience in urban forestry, natural resource management, environmental science, environmental justice, landscape architecture, environmental engineering, city planning, or another related field? OR An equivalent combination of education and/or experience?

- Yes
- No

**\*QUESTION 5**

Do you have experience successfully managing and administering grants, contracts, or other partnership agreements?

- Yes
- No

**\*QUESTION 6**

Do you have experience and skills in customer service?

- Yes
- No

**\*QUESTION 7**

Do you have experience of effective oral and written communications and can convey messages clearly and persuasively?

- Yes
- No

**\*QUESTION 8**

**Do you have experience in public facing initiatives, community, stakeholder, and partner outreach and engagement to meet a specific objective including public speaking skills?**

- Yes  
 No

**\*QUESTION 9**

**Are you proficient with computers and Microsoft Office applications including Excel and SharePoint?**

- Yes  
 No

**\*QUESTION 10**

**Do you have experience working with underserved or historically marginalized residents, neighborhoods or communities; firm understanding of social and environmental justice issues?**

- Yes  
 No

**\*QUESTION 11**

**Where did you originally hear about this job posting?**

- [www.dnr.wa.gov](http://www.dnr.wa.gov)  
 [www.careers.wa.gov](http://www.careers.wa.gov)  
 WA WorkSource office or WorkSourceWA.com  
 Governmentjobs.com  
 Monster  
 Indeed  
 LinkedIn  
 Twitter  
 College/university website/career fair

- Handshake
- Newspaper
- Direct Email Notification
- Statewide Employee Business Resource Groups (BRG)
- Professional/Personal Network
- Job Board
- Job Fair
- Zip Recruiter
- Diversity Jobs
- Facebook
- Other (please specify below)

#### QUESTION 12

**If you answered "other" to the previous question, please specify where you originally learned of this employment opportunity in the space below.**

\* Required Question