



TEXAS TREES FOUNDATION

Job Description

Urban Forestry Coordinator

Reports to: Urban Forestry Manager

Classification: Full time permanent; exempt

Salary Scale Equivalent: Salary is commensurate with experience.

Job Purpose: The Urban and Community Forester assists and supports urban forestry programs, projects and education outreach to advance urban forestry in North Texas through the Texas Trees Foundation.

Essential Functions:

- Coordinate and implement planting projects within prescribed time frame and funding parameters
- Manage and track all projects and creates final reports as needed
- Utilize technology and research to quantify the value of tree planting projects and projected benefits
- Utilize the GIS based Dallas Roadmap to prioritize planting locations and projects in the City of Dallas
- Coordinate and implement educational outreach efforts
- Give presentations on urban forestry, tree care, maintenance and tree protection and other related topics to advance urban forestry and Texas Trees Foundation
- Write related articles for the Foundation Newsletter and post relevant information to Facebook and the Foundations website
- Assist with consulting projects such as i-Eco and tree inventories
- Prepare project bids and assist with proposals
- Implement annual tree give-away initiatives
- Seek opportunities for new projects, tree sales, and consulting
- Manage the Texas Trees Foundation TXU Energy Urban Tree Farm
- Coordinate and direct volunteer days at Tree Farm and identify, coordinate and manage additional volunteer opportunities for planting projects and related activities
- Represent Texas Trees Foundation at local, state and national conferences and meetings
- Works effectively and provides input in program and project design
- Maintains memberships in appropriate organizations
- Performs other related duties as assigned

Relationships and Roles:

- Demonstrates the ability to interact and cooperate with all company employees.
- Commitment to the mission of the Texas Trees Foundation.
- Builds trust, values others, communicates effectively, drives execution, fosters innovation, focuses on the customer, collaborates with others, solves problems creatively, and demonstrates high integrity.
- Maintains professional internal and external relationships that meet company core values.
- Participates as a member of Texas Trees Foundation Management Team by helping to develop organization-wide production plans, advising and receiving advice to/from other department managers, and providing leadership and technical assistance when and where needed elsewhere in the Foundation.

Qualifications/Skills Required: *The successful candidate will poses:*

- Bachelor's degree in urban forestry or closely related field from an SAF accredited university and two to five years experience and/or training in urban forestry; experience may substitute for education
- Certified Arborist through the International Society of Arboriculture (ISA), or the ability to become certified within 6 months of hire date.
- Experience with ArcMap and GIS tree inventories and mapping a plus
- Experience with itree related software
- Experience with urban forestry, agricultural, or natural resources-related work
- Experience working with municipal forestry programs
- Ability to organize and implement tree-planting programs
- Excellent time management and organization skills with a high attention to details
- Excellent analytical and problem-solving skills
- Ability to encourage, motivate, and build effective teams, creating mutual trust, respect, and cooperation among team members and volunteers
- Good computer skills and the ability to develop and provide reports in Microsoft Office products.
- Experience with Earthscapes or other landscape design software a plus
- Excellent oral and written communication skills
- Presentation skills
- Ability and willingness to work flexible schedules, including weekends and other events as required
- Occasional overnight travel required
- Ability to safely lift objects in excess of 50 lbs

This is a full time position, which provides competitive pay commensurate with experience; 50% health insurance coverage; vacation; and a supportive and engaging work environment with opportunities for professional development. May include some evenings and weekend work.

To Apply: Send resume, cover letter and references to: Zach Wirtz, zach@texastrees.org

Matt Grubisich
Director of Operations/Urban Forester
Texas Trees Foundation
2100 Ross Avenue, Suite 975
Dallas, TX 75201