



TreeUtah Planting Coordinator Position Description (2018)

Overview

The Planting Coordinator promotes TreeUtah's mission by developing and implementing high quality tree planting events and partnerships that involve municipal administrators, forestry professionals, business leaders, and local citizens throughout Utah. This is a **full-time** position.

Job Description

The job includes but is not limited to the following:

- Plan, coordinate and oversee TreeUtah's Ecological Restoration and Urban Forestry programs;
- Design, coordinate, and implement tree planting events and related workshops throughout the State;
- Coordinate at least 8 tree plantings outside the Wasatch Front area per year. Must be able to travel overnight for such events;
- Identify and implement best practices of other organizations with similar programs;
- Maintains GIS tree inventory records and ensure that detailed records of tree planting events are properly maintained;
- Collaborate with partners such as Salt Lake County, Utah State Division of Forestry, Fire, and State Lands, Utah Community Forestry Council and other governmental and nongovernmental organizations;
- Work in collaboration with the Volunteer Coordinator in developing and maintaining volunteer network;
- Identify and secure funding through grant writing and fundraising activities;
- Prepare reports for contract agreements and grants related to program activities;
- Supervise program interns and volunteers;
- Develop and present program information at fundraising, community outreach and tabling events;
- Responsible for the overall maintenance related to tools, trucks and other tree planting supplies;

Required Skills

Relevant experience includes work in forestry, environmental non-profit organizations, government agencies, landscaping and/or teaching. A minimum

of three years in one or more of these fields or a 4-year degree is required. An additional expectation is that a successful candidate will either be a certified arborist or obtain certification in the first year of employment.

Desired Skills

- Knowledgeable in identification of trees, shrubs, and other plants;
- Knowledgeable in identifying tree diseases and insect/pest infestations;
- Experience in project management including program plans and budgeting;
- Equally comfortable working in the field and in professional settings;
- Strong interpersonal communication and public speaking skills;
- Ability to organize and run effective programs and events;
- Ability to effectively supervise, train, evaluate, and motivate interns and volunteers;
- Demonstrate a basic understanding of safety or risk management for and around children and/or volunteer groups;
- Willing to work outdoors in all weather conditions;
- Demonstrate the ability to work independently and with a team;
- Strong computer skills, including Microsoft Excel, Word and PowerPoint software;
- Experience designing brochures and programmatic materials;
- Ability to work some weekends, holidays and special event hours;
- CPR and First Aid Certified;
- Must possess a valid driver's license;
- Ability to conduct moderate to strenuous physical activity in the field and lift up to 50 pounds.

Supervision and Evaluation

The Planting Coordinator reports to the Executive Director.

Salary and Compensation

- The salary for this position will be between \$30,000 and \$37,000 depending on experience;
- Health and dental insurance available;
- Generous vacation policy.

Application Requirements

Email the following to jobs@treeutah.org. No phone calls please.

- Resume and cover letter;
- Three contacts for recommendations (only one of three may be a character reference);
- A full background check will be required if applicant is considered for the position. Hiring will be determined post background check.

About TreeUtah

TreeUtah is a statewide 501(c)(3) non-profit organization with the mission to improve Utah's quality of life for present and future generations by enhancing the environment through tree planting, stewardship and education. Over the past two decades, we have planted a remarkable 343,000 trees with the help of over 133,000 volunteers. We have seen, time and time again, how our programs unite, inspire and empower local citizens to become active, knowledgeable stewards of the natural environment. For more information about our work please visit www.treeutah.org.