



## Tree Trust - Job Posting

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**Title:** Community Forestry Assistant  
**Reports To:** Director of Community Forestry  
**Classification:** Seasonal (May-October), Full-time, Non-exempt

**Job Purpose:** The Community Forestry Assistant supports all aspects of the community forestry programming including: volunteer planting and outreach events, watering and general care of trees within Tree Trust's purview.

### **Essential Functions**

1. Provide logistical and onsite support for Community Forestry event programming.
2. Train and manage volunteers for Community Forestry related tasks.
3. Assist and attend Tree Trust related workshop opportunities.
4. Perform general vegetation and tree care management of areas within Tree Trust's purview.
5. Assist with various administrative duties associated with forestry programming.
6. Other duties as assigned

### **Minimum Qualifications**

- Pursuing or attained a degree in urban forestry, horticulture, biology, water resources, urban planning or related field
- Personal vehicle, clean driving record as determined by our insurance provider, and valid insurance
- Ability to lift 60 pounds, sit, stand, bend and twist
- Ability to work evenings, weekends, and travel as needed

### **Skills Required**

- Exceptional writing, speaking and organizational skills
- Working knowledge of common computer software including: MS Word, Excel, and Access
- Leadership skills and the ability to work as a team member
- Self-starter with skills to work independently
- Must enjoy working outdoors and be willing to work in a variety of weather conditions.
- Ability to work on multiple projects simultaneously
- Ability to creatively problem solve
- Passion for people and trees

**To apply, please complete and submit the application at <https://www.surveymonkey.com/r/NWMHYSN>**

**Tree Trust is an Equal Opportunity Employer.**