Urban Forestry Program Assistant

Job Title & Description: The Urban Forestry Program Assistant coordinates an array of urban forestry activities such as planting and maintenance projects, data tracking and service member/volunteer training. Office work will entail tracking and assessing field activities, developing spreadsheets and preparing reports. Field work will entail planting and tree care projects along streets, at schools, in parks, open space areas, medians, and private property. OCF office headquarters is located at 646 No. King Rd in San José.

Organization Overview: Our City Forest (OCF) is an urban forestry nonprofit serving communities throughout Santa Clara County. www.ourcityforest.org OCF provides a range of community services such as resources and assistance, tree care, educational materials, volunteer training, and green jobs training. OCF also operates a full-scale cultivation nursery, a lawn conversion program and is developing an urban forest education center within a major park. Employees at OCF enjoy working with people, are enthusiastic about community involvement, and have a strong environmental stewardship ethic.

Key Responsibilities of Community Forestry Program Assistant (assigned to Planting Program):

- Develop and oversee projects in coordination with neighborhoods, schools and agencies
- Train, coach, and coordinate AmeriCorps service corps member activities
- Coordinate with responsible agencies to obtain necessary planting permits
- Assist in ensuring site readiness and quality control measures are in place
- Ensure trees are planted and staked according to strict standards
- Perform and help oversee planting project data entry
- Conduct presentations to community groups regarding OCF services
- Prepare periodic reports for grant tracking and other field activity reports
- Assist in maintaining compliance with safety and other pertinent agency policies
- Promote, encourage and help ensure the engagement of volunteers in all projects

Required Qualifications:

- Tree planting or urban forestry project coordination experience
- Some experience coaching or managing employees, interns or volunteers
- Training and/or experience in tree identification, growth, installation and establishment
- Ability to lift a minimum of 50 pounds (approx. weight of 15-gallon tree)
- Strong desire to work with volunteers and community partners on a grassroots level
- Strong written and oral communication skills
- Valid CA drivers license with clean DMV record

Desired Qualifications:

- Bilingual in English & Spanish
- Proficiency with Microsoft Office and Filemaker Pro, software in Mac operating systems

Hours: Full time 40 hrs/week, Tuesday - Saturday