



Trees Forever South Central and Southern Illinois Field Coordinator Position Description

The Trees Forever South Central and Southern Illinois Field Coordinator is responsible for recruiting and coordinating projects in Illinois. This position plays a critical role in developing and nurturing partnerships with local and regional partners and sponsors. Being responsive and helpful to volunteers and managing them well is critical. Educational event planning and presentations are important elements of this position. This person will have a proven passion for service, the environment, and sustainability.

ROLES AND RESPONSIBILITIES

Program Delivery:

- Engage, motivate, and coordinate volunteers, community groups, city staff, and private landowners on the following:
 - How to organize, develop, and grow local volunteer groups
 - Planting and educational events, as well as leading and participating in these events.
- Provide technical assistance to volunteer, community groups, and more on the following:
 - Species selection and care
 - Care and maintenance of planting projects
 - Recommendations and/or review of site designs and plans
 - Education for public and youth
 - Community forestry needs specific to each community and implementing those needs in the short- and long-term
 - Tree City USA requirements including developing city ordinances and tree care standards
 - Reporting requirements
- Willingness to learn new tools for community forestry development including volunteer tree inventories.
- Facilitate diverse groups of individuals, community groups, etc. as they plan for their community forestry needs.
- Fulfill requests for Trees Forever speaking, presentation and display engagements.
- Promote and position Trees Forever in keeping with its mission and brand.
- Participate in membership drives and assist with fundraising when appropriate.
- Assist or lead writing of grant proposals and follow-up reporting.

Organizational:

- Work as a member of the Trees Forever Program Team and other staff teams as needed.
- Assist in coordinating special events.
- Become familiar with Trees Forever history, branding, organization, and programs.
- Work with the other Trees Forever staff as follows:
 - Participate in program evaluation, which includes ongoing assessment and improvement of Trees Forever programs.

- Reporting
 - Complete reports and annual program summaries.
 - Complete weekly timesheets, reports, work schedule and accomplishments.

QUALIFICATIONS/REQUIREMENTS

- Bachelor’s degree preferred, but not required. Applicant will be encouraged to learn more about community planning, Midwest native ecosystems, urban forestry, or to become an ISA Certified Arborist.
 - Must have a commitment to working for a non-profit organization.
 - Must read and commit to Trees Forever’s Purpose and Culture.
 - Strong communication and organizational skills - proficiency in writing reports, general correspondence and other administrative documents required as part of duties listed above.
 - Interpersonal skills necessary to effectively work with representatives of sponsoring organizations, natural resource professionals, nonprofit organization and government agency representatives, media professionals, landowners, community leaders and volunteers from diverse backgrounds and at varying levels of expertise.
 - Strong leadership traits, such as ability to give/receive constructive feedback, critical thinking skills, and confidence in taking initiative.
 - Knowledge of Midwest plant communities a plus
 - Background in group and process facilitation and effective public presentation abilities.
 - Proven commitment to service either through volunteerism or career choices.
 - A commitment to working on a team—willing to take the lead as well as support others.
 - Position requires reliable transportation and willingness to travel, including overnight trips and evening and weekend meetings.
- Proficiency in Microsoft Office software.
- Experience and interest in working with volunteers, groups and committees.
- Ability to lift publications, tools, other equipment, 10-gallon container trees and roll balled-and-burlapped trees necessary to conduct successful events and plantings.
- Technological skills and personal discipline necessary to set up and operate from a home office (with financial support from Trees Forever). Home office must be located in south central or southern Illinois.

CONTINUING EDUCATION REQUIREMENTS

Attend short courses, workshops, seminars or conferences on topics relating to and benefiting program delivery and development (to be paid for by Trees Forever).

SALARY AND BENEFITS

Salary: \$39,500-\$44,500

Benefits: Retirement Plan Match to 4% of salary (immediate eligibility)

Access to Medical and Dental Coverage-individual and family plans, Life, AD&D Coverage
11 Paid Holidays. 18 days accumulation for first year and up to 30 days by year 5.

Trees Forever is an Equal Opportunity Employer (EOE) and does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, veteran status, or disability. We reserve the right to conduct background checks and drug screenings.

Closing date: January 29. Please submit cover letter and resume to mwalkner@treesforever.org.