

Urban Forestry Coordinator

Reports to: Urban Forestry Assistant Manager

Organization: Texas Trees Foundation, a 501(c)(3), makes possible a higher quality of life for citizens, visitors and businesses through research, technology, and education to strategically protect, plant and care for trees and assure that all projects show a return on investment to support growth and livability. Far more than a tree planting organization, Texas Trees collaborates with urban planners, landscape architects, developers, corporations and municipalities to improve the overall quality of life for the citizens who call Dallas and North Texas home.

Position Description: The Urban Forestry Coordinator is responsible for planning, implementing, and managing Texas Trees Foundation urban forestry projects. Key duties include developing and maintaining urban tree programs, coordinating tree planting and maintenance activities, developing and writing materials for consulting projects, and promoting community engagement in urban forestry initiatives. The coordinator will work closely with municipal departments, community groups, and volunteers to ensure the completion of Texas Trees Foundation planting projects and programs. This role requires strong project management skills, knowledge of arboriculture, and the ability to educate the community about the benefits of urban forestry.

Responsibilities:

Core functional duties

- Under the direction of the Urban Forestry Assistant Manager, coordinates the logistics of planting projects and programs with Texas Trees Foundation staff, volunteers, community groups, and public/private sector partners to complete planting projects and programs.
- Creates tree planting plans and maintains strong knowledge of plant species and landscape materials appropriate for project location.
- Ensures the delivery and proper installation of trees and other landscape materials for planting projects.
- Inventories trees on all planting projects.
- Implement all maintenance operations for ongoing tree planting projects.
- Works with the volunteer Coordinator to plan volunteer activities and effectively communicates necessary details to volunteers prior to time of event.
- Collaborates on planning and design of future urban forestry projects and programs.
- Coordinates and implements educational outreach efforts.
- Implements Texas Trees Foundation's Consulting projects, as needed, to provide technical assistance to urban forest stewards, including major landowners, institutions, and governmental entities.
- Assist at the TXU Urban Tree Farm and Education Center, as needed.

- Consults and coordinates with other Texas Trees Foundation departments on Urban Forestry projects and programs, as needed.
- Represents the Texas Trees Foundation at local, state and national conferences and meetings.
- Attends and presents at community meetings for community engagement/education.
- Maintains memberships in appropriate organizations.
- Other additional tasks as needed.

Qualifications/Skills:

- Education: associates degree or higher in Urban Forestry, forestry, horticulture, or related discipline and/or a minimum of 3 years of experience in urban forestry preferred.
- Certification: Certified Arborist by the International Society of Arboriculture (ISA), or the ability to obtain certification within 18 months of appointment.
- Driving: Valid Texas driver's license with clean driving record. Ability to drive water trailers, box trailers, and other equipment, as needed.
- Communication: Professional demeanor, superior written and oral communication skills, ability to interact and work with a variety of audiences including, but not limited to, arborists, city officials and staff, volunteers, workforce participants, contractors, and private partners.
- Computer: Proficiency with Microsoft Office suite (Word, Excel, Outlook, PowerPoint, etc.). Ability to learn new software as needed. Knowledge of GIS and software preferred.
- Personal: Excellent time management and organization skills with a high attention to detail, excellent analytical and problem-solving skills and the ability to encourage, motivate, and build effective teams, creating mutual trust, respect, and cooperation among team members and volunteers.
- Safety: Ability to safely lift objects in excess of 50 lbs. and work within safety standards.
- Commitment to the mission of the Texas Trees Foundation.
- OSHA 10 certification, or ability to be certified within 12 months of employment
- Ability to work flexible schedules, including weekends and evenings, as required.
- Fluency in Spanish is preferred

Work Hours/Compensation:

- This is a full-time position, which provides competitive pay commensurate with experience; 75% health insurance coverage; vacation; and a supportive and engaging work environment with opportunities for professional development. Flexible schedule averaging 40 hours per week.

Equal Opportunity Statement:

TTF is an equal opportunity employer. Employment at TTF is based solely on a person's merit and qualifications directly related to professional competence. TTF does not discriminate against any employee or applicant because of race, creed, color, religion, gender, sexual orientation, gender identify/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy or related conditions (including breastfeeding), or any other basis protected by law.

To Apply: Send resume, cover letter and references to Eric@texastrees.org. This job posting will be open until the position is filled.