

Green Iowa AmeriCorps
Land and Water Stewards: Trees Forever

Position 1 and 2 – Trees Forever Growing Futures Support
One person in Des Moines; One person in Cedar Rapids

Description: Work alongside the Des Moines or Cedar Rapids Program Coordinator to support Trees Forever's Growing Futures program – a teen employment and tree care program – and other area tree-related work. The AmeriCorps member will work collaboratively to train and employ teens and young adults, manage TreeKeeper and other volunteers to plant and care for trees, and provide education on the benefit of trees to the local community.

Growing Futures offers teens an opportunity to gain job skills and enhance the urban forest. The program provides hands-on assistance with tree care, tree planting, and outreach programs. Growing Futures programming includes career exploration and long-term employment skills training as well as outdoor education.

The position will build capacity for Growing Futures and other area tree-related work through the following roles and responsibilities.

- Teen Employee Support
 - Develop yearly program delivery timeline with key dates to achieve program goals.
 - Participate in spring, summer, and fall teen recruitment, interviews, and hiring days.
 - Coordinate and establish youth professional development activities.
- Volunteer support
 - Assist in the coordination of volunteers, community groups, and city staff.
 - Provide local volunteer coordination, development, and recognition including the TreeKeepers volunteer engagement program.
- Tree Planting and Tree Care work
 - Organize and coordinate tree planting and care work events.
 - Provide care and maintenance of tree planting projects.
 - Recommend and/or review site designs and plans.
 - Assist with woodland management workdays.
 - Plan efficient and effective program delivery models (i.e. efficient routes for planting and watering trees, analysis of tree data and areas to target tree planting and care, etc.).
 - Help think through the prioritization of neighborhoods for tree planting efforts using existing data.
- Other Tasks
 - Complete reporting requirements including monthly and annual program summaries. Report weekly on work schedule and accomplishments.
 - Seek out and participate in educational events to expand personal tree knowledge.

- Work with existing partners and community organizations as well as seek new relationships that could lead to program improvements.
- Assist with Trees Forever’s Diversity, Equity, and Inclusion goals. Reach out to partner groups to facilitate a broader coalition of people interested in the environment and tree work.
- Participate in Trees Forever activities as prioritized and directed.

The ideal candidate will possess the following skills:

- Friendliness, ability to function as part of a team.
- Technological skills including Microsoft Office Suite with GIS proficiency helpful.
- Strong communication and organizational skills. Proficiency in writing general correspondence and other documents required as part of duties listed above.
- Interpersonal skills necessary to build effective relationships with staff members, partners, and volunteers.
- Proven passion for service, the environment, sustainability and youth and volunteer empowerment.
- Ability to lift up to 40 lbs.
- Able to drive a 15-passenger van and/or pickup truck with trailer attached
- Have a current driver's license.

**Position 3: Trees Forever Marketing and Communications Support
Based in Cedar Rapids**

Description: Work alongside Trees Forever’s Marketing and Communication Manager to promote, highlight, and market events, programming, and the Trees Forever brand.

Duties and Responsibilities:

- Assist with and lead social media content development, posting, and various social media campaigns.
- With the Marketing and Communication Manager, create and publish a monthly e-newsletter.
- Write blog posts or work with Trees Forever staff and area partners to create blog post content.
- Provide assistance to Trees Forever staff during field days.
- Coordinate and assist with event planning for Trees Forever’s signature events – Our Woodland Legacy, Annual Celebration, Legacy Reception – as well as smaller events held throughout the year.
- Create several “signature” Trees Forever PowerPoint presentations that can be used to tell the Trees Forever story and promote the use of trees and native plants.
- As needed, help create fliers, press releases, and other promotional materials.
- Participate in Trees Forever activities as prioritized and directed

The ideal candidate will possess the following skills:

- Friendliness, ability to function as part of a team.
- Technological skills including Microsoft Office Suite. Design experience with the Adobe creative suite is a plus

- Strong communication and organizational skills. Proficiency in writing general correspondence and other documents required as part of duties listed above.
- Interpersonal skills necessary to build effective relationships with staff members, partners, and volunteers.
- Proven passion for service, the environment, sustainability and youth and volunteer empowerment.
- Able to drive/have a current driver's license

Position 4: Trees Forever Des Moines and Iowa Tree Planting, Volunteer, and Woodland Support Based in Des Moines

Description: Working with the Green Iowa AmeriCorps team, Trees Forever staff, and Des Moines city staff to support the planting of more trees, provide education about the benefit of trees, and support community volunteers.

- Support Trees Forever's and the City of Des Moines' seedling giveaway programs. Help promote the opportunity, help manage logistics of giveaway program, attend planting events, etc.
- Organize and lead invasive species removal events with partners in Des Moines and around the state. Could include some time on private lands helping landowners assess their needs for invasive species removal.
- Work with small towns to promote the benefits of native roadside plantings and encourage communities to implement roadside management plans.
- Present to volunteer and community groups on the benefits of trees and native plants.
- Assist with Trees Forever's Diversity, Equity, and Inclusion goals. Reach out to partner groups to facilitate a broader coalition of people interested in the environment and tree work.
- Participate in Trees Forever activities as prioritized and directed.

The ideal candidate will possess the following skills:

- Friendliness, ability to function as part of a team.
- Technological skills including Microsoft Office Suite.
- Strong communication and organizational skills. Proficiency in writing general correspondence and other documents required as part of duties listed above.
- Interpersonal skills necessary to build effective relationships with staff members, partners, and volunteers.
- Proven passion for service, the environment, sustainability and youth and volunteer empowerment.
- Ability to lift up to 40 lbs.
- Able to drive a 15-passenger van and/or pickup truck with trailer attached
- Have a current driver's license. Reliable transportation and willingness to drive to communities across Iowa.