



## **Trees Forever Iowa Field Coordinator**

### Position Description

Multiple remote work positions available to serve northeast, central, or southeast portions of the state. Please indicate in your cover letter in what community your home office would be located.

Trees Forever is hiring an Iowa Field Coordinator. The successful candidate plays a critical role in developing and growing relationships with local and regional partners and community groups. Being responsive and helpful to volunteers and managing them well is critical as well as recruiting and coordinating projects. 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 and help lead new tools for community forestry development (ex. carbon crediting, tree mapping).
- Facilitate diverse groups of individuals, community groups, etc. as they plan for their community needs.
- Lead special projects by tracking task and deliverables, coaching fellow staff on how to meet the objectives, etc.
- Fulfill requests for Trees Forever speaking, presentation, and display engagements.
- Promote and position Trees Forever in keeping with its mission and brand.
- Assist with grant proposals and follow-up reporting.
- Identify new initiatives that will grow the work of Trees Forever and community forestry. Take the initiative to lead these efforts and foster a continuous improvement ethic.

#### **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.
- Participate in program evaluation, which includes ongoing assessment and improvement of Trees Forever programs.
- Take an active role in reporting including tracking and completion of quarterly, annual reporting summaries.

#### QUALIFICATIONS/REQUIREMENTS

- Remote - home office to be located in a location that will serve the northeast, central, or southeast portion of the state.
- 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 Trees Forever stakeholders (ex. natural resource professionals, government agency representatives, 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.
  - 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, 15-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).

#### CONTINUING EDUCATION REQUIREMENTS

Attend educational 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:** \$41,000-\$46,000

**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. Fridays off in August. 18 days accumulation for first year and up to 30 days by year 5.

Closing date: June 17. Please submit cover letter and resume to Dixie Noska, [dnoska@treesforever.org](mailto:dnoska@treesforever.org)

*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.*