



Illinois Field Coordinator

Reports to: Director of Community Programs
Function: Develop and grow relationships with local and regional partners to implement relevant Trees Forever programming in your territory. This position coordinates projects, provides assistance to communities and volunteer groups, recruits communities for Trees Forever programs and delivers environmental education presentations throughout the year. Field coordinators participate in major Trees Forever events and operate as part of a larger team of field coordinators across Iowa and Illinois.
Status: Exempt
Schedule: Full-time, with weekend and evening hours
Location: Remote
Salary: 42,000 - \$50,000 Commensurate with experience
Revision Date: October, 2023

Primary 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, communities, local organizations, volunteer groups and landowners 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
 - Assists communities with Trees Forever grant reporting requirements
- Facilitate diverse groups of individuals, community groups, etc. in planning 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
- 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
- Performs related work as required

Required Skills/Abilities:

- A proven passion for service, the environment, and sustainability
- Strong communication skills including proficiency in writing reports, prompt correspondence and completing other administrative tasks
- Ability to work effectively with Trees Forever stakeholders from diverse backgrounds and at varying levels of expertise
- Enthusiasm for learning more about community planning, Midwest native ecosystems, urban forestry, or to become an ISA Certified Arborist
- Strong leadership traits, such as ability to give/receive constructive feedback, critical thinking skills, and confidence in taking initiative
- Background in group and process facilitation
- Effective public presentation abilities
- Adaptable to a dynamic work environment
- Experience and interest in working with volunteers, groups and committee
- Proficiency in Microsoft Office software
- Technological skills and personal discipline necessary to set up and operate from a home office (with financial support from Trees Forever)

Qualifications/Position Requirements

- Bachelor's degree preferred, but not required
- Knowledge of Midwest plant communities is a plus
- Remote - home office to be located in a location that will best serve Illinois programs
- Proficiency in Microsoft Office software
- May be able to attend educational courses, workshops, seminars or conferences on topics relating to and benefiting program delivery and development
- Position requires reliable transportation and willingness to travel, including overnight trips and evening and weekend meetings
- Ability to work a flexible work schedule. Some weekend and evening hours will be required.
- Valid U.S. Driver's License required plus reliable transportation and willingness to travel, including occasional overnight trips, and some evening and weekend meetings
- Must be able to pass a background check
- Must have a clean driving record

Physical Demands and Work Environment

The physical demands and work environment described here represent those an employee encounters while successfully performing the essential functions of this position. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

- Must be able to lift, carry, push, or pull up to 80 pounds at a time
- Must be able to perform strenuous physical labor in all weather conditions
- Prolonged periods of walking, standing, bending, or kneeling
- Prolonged periods sitting at a desk and working on a computer
- Ability to operate a vehicle for prolonged periods of time

About the Organization

Trees Forever is a nonprofit charitable organization headquartered in Marion, Iowa. Its mission – to plant and care for trees and the environment by empowering people, building community, and promoting stewardship – is fulfilled through leading-edge programs and innovative practices. Trained and experienced staff have assisted community leaders and landowners across Iowa, Illinois, Wisconsin and beyond with thousands of planting projects. Each year, on average, Trees Forever works with and engages more than 7,000 volunteers who give generously of their time and talents. To date, they've helped plant more than 3 million trees.

Trees Forever Vision and Guiding Principles

Vision: People sustaining the places where they live, work, and play by planting and caring for trees and natural areas.

Guiding Principles: Have humor, listen actively, strive for quality and simplicity, encourage synergy and creativity, be empathetic and understanding, communicate honestly and openly, treat people with respect and dignity, leadership is everyone's responsibility, be positive, flexible, and solution oriented, be the change you expect – lead by example, recognize everything is a process being improved, and demonstrate environmental integrity and community responsibility.

Trees Forever, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We reserve the right to conduct background checks and drug screenings.