



## Planting Trees, Growing Communities

### ReLeaf Michigan - DTE Foundation Fellow: Project Forester

Reports to: Executive Director

Hours: Full-time, 40 hours per week, evenings and weekends as required

Salary: \$50,000/year

Close date: Open until filled

Fellowship Term: Two years; September 2022 through August 2024 or from the date hired

Location: Ann Arbor (hybrid - office/remote)

### About ReLeaf Michigan, Inc.

ReLeaf Michigan is a statewide non-profit organization working with communities on tree-related projects since 1988. We provide hands-on opportunities to plant trees on public property. We have worked with over 500 communities to plant 30,000+ large-sized trees. We also offer workshops and presentations. [www.ReLeafMichigan.org](http://www.ReLeafMichigan.org)

ReLeaf Michigan, Inc. is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our environmental mission is advanced by the leadership and contributions of people of all genders, diverse backgrounds, beliefs, and cultures. Therefore, recruiting and mentoring staff to create an inclusive organization that reflects all residents of Michigan is a priority. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status, or other status protected by law.

### About the DTE Foundation Fellow Position

The DTE Foundation Fellowship Program *provides future environmental leaders from underrepresented groups* with the comprehensive work experience necessary to impact the world positively.

The Fellowship is focused on developing the environmental leaders of tomorrow. The program provides early-career environmental professionals (i.e., recent college graduates with 0-2 years of job experience) from underrepresented groups with the opportunity to work in an environment that combines a deep dive into real-world tree-related projects.

### Position Description

ReLeaf Michigan is looking for an outgoing individual to work with communities on tree-related programs. You'll work with the Executive Director and other community forest partners to continue developing, building, and managing our statewide community forestry programming.

Our primary concentration is to educate on the proper way to select, plant, and maintain trees. We increase tree canopy by working with communities throughout Michigan to plant trees with volunteers on public property. Roles and responsibilities also include community outreach via presentations,



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organizing and executing forestry network meetings and working with other ReLeaf Michigan staff to translate data and feedback from outreach efforts into recommendations for programming.

### Position Responsibilities:

Position responsibilities include, but are not limited to, the items listed below. The position holder acknowledges and accepts that while they are responsible for the items below, they may, on occasion, be asked to perform duties—within reason—outside of those listed below to help the organization complete a program or project.

### Program Volunteer and Event Coordination:

- Manage community forest program events and volunteer projects such as tree planting programs, tree pruning sessions, tree watering, educational workshops, homeowner presentations, and other related events.
- Manage all aspects of projects, including volunteer recruitment, promotion of programs, site selection, tree species selection, tree bids and orders, tree delivery and placement, partner communication, securing permits, generation of maps, tree benefit analysis, and all other project needs
- Assist with programs including presentations, training, workshops, unique volunteer opportunities, appreciation programs, and recruitment
- Build and maintain essential community and partner relationships for the execution of ReLeaf Michigan projects
- Track statistics about volunteer engagement, participation, and trends related to community forestry volunteer events.

### Development & Communication:

- Assist the Executive Director with research, editing, and reporting on grants for community forestry programming
- Help identify and assist with revenue-generating projects, events, and programs
- Contribute to strategic and timely communication campaigns, including monthly e-newsletters, social media, and press releases
- Create tree-related blog posts, articles, and social media posts for the program

### Required Qualifications

- A Bachelor's degree or comparable education/experience in the fields of forestry, arboriculture, botany, horticulture, or closely related field and no more than two years of relevant work experience
- Strong demonstrated written and verbal communication skills
- Above average proficiency in Microsoft Office applications and, in particular, Excel
- Enthusiasm and infectious positive spirit
- Ability to think strategically and have fun
- Task-oriented, team-focused, but can work independently.
- Ability to resolve unforeseen problems without direction
- Ability to build or willingness to build positive and meaningful relationships with diverse populations



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### Physical Demands and Work Environment

The physical demands described here represent those that must be met to successfully person the job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- Must be able to lift more than 10 pounds with occasional lifting of up to 40 pounds
- Must have a valid U.S. driver's license plus reliable transportation and be willing to travel statewide, including occasional overnight trips and some evening and weekend meetings.
- Ability to work outside in a variety of weather conditions, getting dirty, performing manual labor, and otherwise supporting volunteers to accomplish significant projects
- The successful applicant will be expected to attend workshops, seminars, or conferences on topics relating to and benefiting program delivery (to be paid for by ReLeaf Michigan).

### Benefits

- Stipend for health insurance
- Paid time off
- Professional development assistance

### To Apply

Send cover letter, resume, and up to three references as a single PDF to [mjones@ReLeafMichigan.org](mailto:mjones@ReLeafMichigan.org) with "Project Forester" in the subject line. Closing date: September 2, 2022

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