



## Planting Trees, Growing Communities

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

Salary: \$50,000/year plus benefits

Reports to: Executive Director

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

Location: Ann Arbor

Term: Two years

**The DTE Fellowship Program is designed to provide early career conservation 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 conservation projects with a broad introduction to major conservation issues. Additionally, the fellowship program is designed to orient the Fellow to the inner workings of ReLeaf Michigan as a representation of a non-governmental organization.**

In this program, the Fellow will have the opportunity to work with ReLeaf Michigan staff and volunteer technical experts across multiple dimensions of the conservation discipline, including science, planning, restoration, policy and strategic communications. Furthermore, the Fellowship is designed to emphasize those experiences the individual wants or needs to prepare them for their conservation career.

**About ReLeaf Michigan:** ReLeaf Michigan, Inc. is a statewide non-profit tree organization who works with communities throughout the upper and lower peninsulas on tree related projects. Established in 1988, ReLeaf Michigan's mission is to educate residents of Michigan on the value of trees, and how to properly select, plant and maintain them. This is accomplished by working with communities on tree related projects and providing homeowner education through presentations, materials and workshops.

ReLeaf Michigan, Inc. is committed to diversity and inclusion within the workplace. We are committed to prohibiting discrimination on the basis of race, ethnicity, religion, sex, gender, marital status, sexual orientation, national origin, physical or mental handicap/disability, socio economic class, ethical values and/or political beliefs.

#### Position Description:

Do you like trees, people, and being outside? The ReLeaf Michigan DTE Foundation Fellow will work directly with communities on tree related programs. ReLeaf Michigan seeks to engage the entire community in growing a larger, healthier community forest. You'll be responsible for working with the Executive Director and other community forest partners to develop, build, and manage our statewide community forestry programming through strategic partnerships, volunteer programming, special events, workshops, and neighborhood engagement.

Additional roles and responsibilities include community outreach via presentations, organization and execution of forestry network meetings and working with other ReLeaf Michigan staff to translate data and feedback from outreach efforts into recommendations for programming.

#### Responsibilities and Scope:

Position responsibilities include, but are not limited to, the items listed below.

#### 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
- Track statistics about volunteer engagement, participation, and trends related to community forestry volunteer events.



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## 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 Education/Experience:

- Bachelor of Science degree or comparable education/experience in the fields of forestry, arboriculture, botany, horticulture or closely related field and up to 2 years relevant professional experience
- ISA certified arborist or ability to obtain within 9 months
- Strong written communication and public speaking skills; and ability to present to diverse audiences, including racially, ethnically and socioeconomically diverse communities.
- Above average proficiency in Microsoft Office, spreadsheets and Adobe
- Self-motivated, organized.
- Ability to work outside in a variety of weather conditions, getting dirty, performing manual labor, and otherwise supporting volunteers to accomplish projects
- Demonstrated community, volunteer, or organizational leadership skills and experience
- Passion for trees and the environment

## Additional desired qualifications

- Enthusiasm and infectious positive spirit
- Ability to think strategically and have fun
- Ability to resolve unforeseen problems without direction
- Ability to build or willingness to build positive and meaningful relationships with diverse populations
- Strong knowledge of computer technology, common software applications (excel, word, Adobe) and spreadsheet management
- Experience with creating flyers and other communication materials
- Attention to detail and ability to meet deadlines
- Ability and willingness to work with individuals of all ages and backgrounds

## Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Ability to work outside in a variety of weather conditions, getting dirty, performing manual labor and otherwise supporting volunteers to accomplish projects.
- Must have a valid U.S. driver's license plus reliable transportation and be willing to travel statewide, including occasional overnight trips, some evening meetings and Saturdays during planting season.

**To Apply:** Send cover letter, resume, and references as a single PDF to [mjones@ReLeafMichigan.org](mailto:mjones@ReLeafMichigan.org) with "Project Forester" in the subject line. Closing date: August 5, 2020