



Planting Trees, Growing Communities

ReLeaf Michigan - DTE Foundation Fellow: Project Forester

The ReLeaf Michigan – DTE Foundation Fellowship Program was created to provide future environmental leaders from underrepresented groups with comprehensive work experience that is necessary to make a positive impact in the world.

Salary: \$50,000

Reports to: Executive Director

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

Location: Ann Arbor or possibly Troy

Position Description:

Do you like trees, people, and being outside? ReLeaf Michigan is looking to hire an outgoing individual to work with communities on tree related programs. The programs seek 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 continue development, building, and management of 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.

Position Responsibilities:

Position responsibilities include, but are not limited to, the items listed below. Position holder acknowledges and accepts that while he/she is responsible for the items below, he/she 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 key community and partner relationships for execution of ReLeaf Michigan
- 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

Office Management:

- Check assigned mailbox and general ReLeaf Michigan email account, replying to general phone and email inquiries where appropriate
- Help maintain a clean office environment
- Other duties as assigned

Additional Information/Requirements:

- 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
- Experience and knowledge or desire to learn about tools of the forestry and arboriculture trades
- Demonstrated written and verbal communication skills
- Ability to positively represent the values and goals of ReLeaf Michigan
- Above average proficiency in Microsoft Office
- Has demonstrated community, volunteer, or organizational leadership skills and experience
- 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 great projects
- 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).

Required Education/Experience:

- Bachelor of Science degree or comparable education/experience in the fields of forestry, arboriculture, botany, horticulture or closely related field
- ISA certified arborist or ability to obtain within 9 months



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Desired Experience:

- Experience working with nonprofit board or committees
- Active in a community
- Ability to speak Spanish
- Recent college graduate with 0-2 years of work experience

Physical Capacity Requirements:

This position requires that the employee can lift more than 10 pounds with occasional lifting of up to 40 pounds. Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions of the assignment.

At-Will Employment:

All employment with ReLeaf Michigan is at-will and is subject to termination by both Parties, with or without cause, and with or without notice, at any time. ReLeaf Michigan complies with all lawful employment practices and procedures required by the State of Michigan and Federal Government.

To Apply: Send cover letter, resume, and references as a single PDF to mjones@ReLeafMichigan.org with “Project Forester” in the subject line. Closing date: March 1, 2020

ReLeaf Michigan, Inc. is an Equal Opportunity Employer.

Our commitment to diversity includes the recognition that our environmental mission is best advanced by the leadership and contributions of people of all genders, diverse backgrounds, beliefs and culture.

Recruiting and mentoring staff to create

an inclusive organization that reflects all residents of Michigan is a priority, and 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.