



## Urban Forest Stewardship Coordinator Job Posting

Oakvillegreen Conservation Association is a not-for-profit environmental organization with a 15-year history of protecting and enhancing nature and promoting a greener Oakville. Through advocacy, education and community engagement, Oakvillegreen strives to make Oakville a living city with enhanced natural diversity and healthier green spaces and to reconnect people to the natural environment in their neighbourhood and across their community to move them to action to protect, enhance and restore Oakville's natural environment.

Our Urban Forest Stewardship Program will train and support local volunteers to carry out on-the-ground stewardship activities to improve the health of trees and woodlands in their neighbourhoods. We are currently seeking an enthusiastic, and knowledgeable **Urban Forest Stewardship Coordinator** to develop training programs and resources, recruit and train local volunteers, coordinate and supervise neighbourhood-level stewardship activities and conduct urban forest presentations and community outreach events throughout Oakville. The Coordinator will be supervised by OCA's Executive Director and will gain valuable hands-on stewardship, volunteer coordination, community outreach, and project management skills.

### Overview of Position

- Produce training program schedule, a training manual and resources for urban forest volunteers.
- Recruit urban forest volunteers and lead volunteer training program.
- Liaise with volunteers, Town of Oakville staff, and community partners to develop local stewardship teams in Oakville.
- Develop urban forest stewardship plans and coordinate stewardship activities at various sites from June to September (e.g. litter pick up, invasive plant removal, tree planting, seed collection, workshops & forest tours).
- Produce a 'Citizen's Guide to Caring for Your Urban Forest in Oakville', restoration activity tip sheets, and other resources as needed.
- Conduct community presentations and outreach at events and with potential partners & funders.

- Maintain good field records and project stats and produce project maps, updates and vignettes for social media, funding reports and partners.
- Other duties to support OCA programs and outreach activities that arise.

### **Qualifications**

- passion for Oakville environmental conservation and the urban forest
- knowledge of southern Ontario plant communities and ecology
- knowledge of invasive species best management practices
- experience managing volunteers
- experience planning restoration and stewardship activities
- excellent written and oral communication skills
- creative, resourceful, self-starter with strong interpersonal skills and ability to work collaboratively
- proficiency with Microsoft Office, Excel, Google Docs/Forms, social media tools
- ability to perform stewardship activities in the field involving lifting, bending, digging, often in inclement weather
- willingness to work evenings and weekends
- experience working or volunteering with a not-for-profit organization is an asset
- diploma or degree in urban forestry, environmental studies, restoration or related field is an asset
- Driver's License and access to a car is an asset

This is an 18 week contract position (28 hours per week at \$14/hour) commencing on May 4, 2016 and ending September 2, 2016 (pending final funding agreement). Evenings and weekends are required.

Please send resume and cover letter by 5pm on April 15, 2016 to: [ed@oakvillegreen.org](mailto:ed@oakvillegreen.org). We thank all applicants for their interest in Oakvillegreen, but only those applicants selected for an interview will be contacted.