

We're Hiring!

Program Director

Are you looking to make a real contribution to your community? Trees Winnipeg is looking for an enthusiastic person to direct our projects and daily activities. The successful candidate should be available days, evenings, and weekends as required. This is a great opportunity to learn a range of new skills and network with other green-industry professionals!

Start Date and Duration: Permanent; part-time (approx. 20-35 hrs per week as required); to start immediately. **Salary:** \$18-20/hr depending on experience.

Do the following requirements describe you?

- Graduate of a university/college program in one of the following fields: Forestry, Biology, Natural Resource Management, Landscape Architecture, Environmental Sciences, or similar.
- Strong technical knowledge of trees and biology with in-depth understanding of current urban forest issues.
- Motivated self-starter with a proven ability to manage complex environmental projects.
- Professional demeanor; careful with private/confidential information.
- Friendly and approachable attitude with exceptional customer service/public relations skills; able to work collaboratively in diverse stakeholder groups.
- Experienced in supervising staff and coordinating volunteers.
- Excellent time-management skills; proven ability to work with minimal direction and meet deadlines in a fast-paced work environment.
- Exceptional writing and communication skills, including interpreting & writing scientific/technical reports, designing creative communications materials (brochures, presentations, posters, etc.), writing grant proposals, and public speaking.
- Thorough understanding of relevant legislation and regulations pertaining to urban forestry (i.e. *The Forest Health Protection Act*).
- Proficiency with ESRI ArcGIS, MS Office applications (Excel, Access, Publisher, PowerPoint), and can learn new software and applications.
- Must have a valid driver's license and your own reliable vehicle.
- ISA Certified Arborist® certificate is considered an asset, but not required.

www.treeswinnipeg.org

Please send your resume and cover letter to Richard Westwood: r.westwood@uwinnipeg.ca

Applications accepted until the position is filled. No phone calls please. Qualified candidates will be contacted for an interview.

