



Two Job Postings – Trees Winnipeg Program Coordinator and Events Coordinator

Trees Winnipeg is currently hiring TWO full-time, term positions and we are seeking highly organized, motivated individuals with a passion for urban trees who are not afraid to get dirty!

About Trees Winnipeg:

Established in 1992 as the Coalition to Save the Elms Inc., Trees Winnipeg is a not-for-profit charitable organisation dedicated to protecting, preserving, and replenishing Winnipeg's urban forest and overall environment.

Our core programming includes the ReLeaf Tree Sale Program, an annual Arbor Day Celebration, and our Inner-City School Tree Planting Program. Other initiatives include coordinating tree plantings in partnership with community organisations, leading tree identification walks in local parks, and hosting tree care workshops for homeowners.

Trees Winnipeg has a paid Executive Director and a volunteer board of directors and advisors.

About These Positions:

Trees Winnipeg is currently hiring TWO positions. The successful candidates will have strong communication and facilitation skills, an awareness of the issues facing our urban forest, and can connect with groups of diverse ages and backgrounds.

Most of Trees Winnipeg's programming takes place in Winnipeg's inner-city neighbourhoods and most events take place on evenings and weekends. We seek applicants from all backgrounds to ensure we can best serve the communities we serve.

Position 1: Programming Coordinator

This is a full-time, term position to March 31, 2025. Salary range is \$50,000 - \$55,000 (depending on experience)

Required skills or experience:

- ISA Certified arborist or relevant scientific training;
- Experience working with stakeholders from various backgrounds;
- Experience providing live demonstrations;
- Knowledge of trees and the issues facing Winnipeg's urban canopy;
- Knowledge of tree-planting and after care best-practices;
- There is a physical component to this position, such as lifting trees, digging holes, etc.;
- Class 5 driver's license and access to a vehicle.

Responsibilities include:

- Speaking to the public about tree-related matters in a variety of different settings, (community workshops, tree planting events, tree identification walks, at the Trees Winnipeg community booth, classroom presentations, etc.);
- Demonstrating proper tree planting techniques to volunteer tree planters at community events;
- Liaising with community organisations that want to partner on community activities;
- Ordering trees and related items for community tree planting events and ReLeaf sales;

Position 2: Events Coordinator

This is a full-time, term position to March 31, 2025. Salary range is \$45,000 - \$50,000 (depending on experience)

Required skills or experience:

- Coordination of public events such as workshops and tours;
- Proficiency at using social media platforms to promote the organization and its events;
- Experience using websites such as Shopify, Eventbrite, and Canva, or similar, to create sales sites, register participants, and create promotional material and a monthly newsletter;
- Class 5 driver's license and access to a vehicle;
- There is a physical component to this position, such as lifting tables, setting up canopies, etc..

Responsibilities include:

- The planning and providing logistical support for Trees Winnipeg activities (including community workshops, tree walks, community booth appearances, tree sales);
- Tracking workshop registrations, maintaining contact lists, and other relevant data;
- Liaising with community organisations that want to partner on community activities;

How to Apply

- For more information or to apply, please email office@treeswinnipeg.org with the subject line "Employment" and state which position you are applying for.
- Deadline for applications is 6 pm on Friday, April 5, 2024.
- Please include a cover letter explaining why you believe you'd be a good fit for the organization and what you would bring to the role. We anticipate that we will begin contacting candidates to schedule interviews the week of April 7, 2024.
- We appreciate your interest, but please note that we will only be contacting successful applicants.