



## **ASSISTANT COMMUNITY FORESTER**

### Job Description

**Overview:** Beyond Housing is a nationally recognized community development organization that works to strengthen families and transform underserved communities to create a stronger, more equitable, and prosperous St. Louis region for all. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be ~ every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build, and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

**Position:** The Assistant Community Forester is essential to the effective and efficient operation of the collaborative community forestry program within the 24:1 Initiative. Beyond Housing is currently looking for a Assistant Community Forester to work closely with our Community Forester and twenty-four small communities in the north St. Louis area to improve the health of community forests and increase the citizen knowledge, understanding, and participation in the management of Missouri's urban and community forests.

#### **Responsibilities include, but are not limited to:**

- Administers state grants/cost sharing programs related to community tree planting/ management for the communities or organizations in the 24:1 service area.
- Develops and provides oversight for community tree planting events and community forest management plans.
- Tracts all work and contacts with residents and city leaders.
- Assist communities with becoming or recertifying as Tree City USA.
- Assist with development of annual prune and removal recommendations to communities.
- Assist with development of Management plans based on UTC analysis data.
- Water, mulch, weed control, and prune young trees.
- Works closely with municipal staff, mayors and city councils in the 24:1 service area to form partnerships and assist in the formation of a municipal services district to develop continued support for the community forestry program.
- Respond to public requests for assistance with insect and disease problems;
- Provide recommendations for building around trees and selection of species for planting;
- Works with Forest ReLeaf of Missouri and Forest Keepers region wide;
- Promotes forestry programs.
- Removal of invasive plant species.
- Provide training for municipal employees and residents.
- Assists with annual budget preparation and manages spending of outside funding to assist communities
- Conducts training sessions and public outreach events on community forestry topics.

- Works with volunteers and interns to assist with planting and small tree maintenance projects within the 24:1 communities.
- Assists with disseminating program information and accomplishments with partners and communities via presentations and reports.
- Prepares news releases, takes part in TV and radio interviews and organizes special events.
- Seeks outside funding sources to ensure the continuation of the 24:1 community forestry program.
- Other duties as required.

**Personal Qualities:**

- Collaborative -- A dynamic personality that is collaboratively minded, can recognize, and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative and Curious -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Methodical -- Strong analytical, systems, and problem-solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action through strong program design and evaluation.
- Reliable -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- Trusted -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions-oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.
- Driven -- Passion for the work and an interest in continuous learning and improvement.

**Preferred Experience and Qualifications:**

- Position requires an High School Diploma and attending college to attain an Associate's Degree in Community Forestry (or related degree); or a Bachelor's Degree. Or graduated with degree.
- One (1) year of progressively responsible experience in community forestry or related natural resource work; or an equivalent combination of education and experience.
- Must be computer literate in Microsoft Applications: Word, Excel and Powerpoint.
- Able to work in a fast-changing environment, with a diverse group of people.
- Must possess attention to detail.
- Excellent oral and written communication skills.
- Focus on providing exceptional customer service to internal and external constituents.
- Must be able to work in extremely hot or cold temperatures and walk on rough terrain.
- Observe and classify trees, common insects, and diseases.
- Interpret aerial photos and soil survey maps.
- Prefer the candidate to possess an ISA Arborist Certification, Municipal Specialist and Tree Risk Assessment Qualification.
- Candidate must have reliable transportation, a valid Missouri Driver's License and insurance.

**Supervisor:**

- Community Forester, Deputy Chief Operating Officer

**Salary and Benefits:**

- Part-time/Full-time salaried position as determined in current Beyond Housing Employee Handbook
- Salary – \$15.00 per hour

**Application Instructions:**

Please send resume and cover letter by email to [hr@beyondhousing.org](mailto:hr@beyondhousing.org)

This job will remain open until it is filled. For more information on Beyond Housing, visit [www.beyondhousing.org](http://www.beyondhousing.org)

***Beyond Housing believes that each individual is unique and we are committed to respecting the diversity of all individuals. We strive to move beyond simple tolerance, embracing and celebrating the differences contained within each of us, making us stronger as whole.***

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***The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.***

**ADA** – Beyond Housing is committed to furthering the purpose of the American with Disabilities Act (ADA). The company is always willing to consider reasonable accommodations, which may allow a disabled person to perform this or any other job. The **Summary of Physical Requirements** is a list of what we believe at this point to be necessary in order to perform the essential functions of the job.

**Diversity & Inclusion Statement** At Beyond Housing, we are committed to promoting ***Diversity, Inclusion, and Equity*** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.