



COMMUNITY FORESTER ASSISTANT Job Description

Overview: Beyond Housing strengthens families and transforming communities to create a stronger, more equitable, and prosperous St. Louis—once and for all. We begin with actual houses and housing preservation, focusing on quality and stability to give people a place to start. But there is more to a home than the house ~ home is about the life that happens in and around the house, as well as the life that fuels and draws out the best of the people within it. That life, in turn, is shaped by the community, its influences, its structures, and the people and dynamics that define it.

Beyond Housing helps entire communities become better places to live. 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 Community Forester Assistant 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 Community Forester Assistant 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.
- 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.
- Responds 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.
- 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.
- 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.
- 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, Director of Government Affairs

Supervisors:

- None

Salary and Benefits:

- Part-time salaried position as determined in current Beyond Housing Employee Handbook

Application Instructions:

Please send **resume, cover letter** in MS Word format to hr@beyondhousing.org.

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.

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.