

Our City Forest AmeriCorps

FULL-TIME: Urban Forestry Specialists and Environmental Education & Outreach Specialists September 1, 2010-July 24, 2011

PROGRAM OVERVIEW

Our City Forest is a non-profit urban forestry and environmental action organization. Our City Forest AmeriCorps will recruit and train a total of 22 AmeriCorps members in two focus areas: 1. Urban Forestry Specialists and 2. Environmental Education and Outreach Specialists. The focus of this program is to organize neighborhood and school tree care and tree planting projects, provide community education, and recruit and train community volunteers. Specialists will receive technical training in areas including: urban forestry, arboriculture, young tree structural pruning, tree installation and establishment, tree care, and community organizing.

POSITION #1: Urban Forestry Specialists

RESPONSIBILITIES:

- Coordinate tree plantings projects in neighborhoods, schools, and parks
- Coordinate with responsible agencies to obtain necessary planting permits
- Train, supervise, and direct volunteer and community efforts
- Inspect, evaluate, and sort landscape nursery trees
- Ensure trees are planted by volunteers to OCF standards
- Basic Data Entry to track projects

POSITION# 2: Environmental Education & Outreach Specialist

RESPONSIBILITIES:

- Prepare and distribute educational materials related to the urban forest, including graphic layout & design.
- Conduct classroom and community presentations.
- Recruit, train, and manage community volunteers.
- Organize and facilitate volunteer meetings and events.
- Enhance and maintain website

REQUIRED QUALIFICATIONS

- Interest in affecting change through community organizing
- Excellent customer service
- Strong organizational and time management skills
- Ability to work well with diverse groups of people
- Must have high school diploma or equivalent
- Must be available to fulfill full-time (5 days/week) service schedule, starting Tuesday and ending Saturday. Program (1700 hour commitment is required)
- U.S. Citizen or legal resident, with a high school diploma or equivalent, minimum age: 18

DESIRED QUALIFICATIONS

- Strong written & oral communication skills
- Experience supervising volunteers
- College degree is highly desirable

- Valid CA drivers license, clean DMV record. Proficient in driving manual transmission and towing small trailers
- Current Commercial drivers license (to drive Tree Mobile for community events)
- Bilingual (multilingual) in English and Spanish, Vietnamese, or other
- Proficiency with Filemaker Pro, Adobe software (Illustrator, InDesign, Photoshop, etc.), Google Earth, and Microsoft Office software
- Ability to lift 50 pounds
- General construction and/or landscape maintenance experience (for Urban Forestry Specialist)
- Familiar with ornamental and native tree species ID (for Urban Forestry Specialist)

BENEFITS

- Gain experience working with culturally diverse groups and people of all ages.
- Learn great job skills for a career in many fields, including education, community organizing, volunteer recruitment and management, and environmental advocacy and planning.
- \$5,500 AmeriCorps education scholarship after completion of the program, if eligible.
- \$15,000 Stipend divided evenly over 11 months (1700 hours) of service, and Health Benefits.

TO APPLY

E-mail americorps@ourcityforest.org or mail Our City Forest, 151 W. Mission St. Suite 151 San Jose, CA 95110:

1) resume

2) cover letter

3) three references

4) online questionnaire (go to www.ourcityforest.org to download questionnaire)

*Please state the position for which you are applying to in the subject line of your email.

APPLICATIONS MUST BE COMPLETE!

**Call 408-998-7337 ext. 107 for more information.