

**Our City Forest AmeriCorps**  
**PART-TIME: Urban Forestry and Environmental Education Specialists**  
**Start Date: September 1, 2010 – July 24, 2011 (15- 35 hours weekly/ 675 hours total)**

**PROGRAM OVERVIEW**

Our City Forest is a non-profit urban forestry and environmental action organization in San Jose, CA. The Our City Forest AmeriCorps program will recruit and train 10 Part-Time AmeriCorps members in two focus areas: 1. Urban Forestry and 2. Environmental Education and Outreach. The focus of this program is to organize neighborhood and school tree care and tree planting projects, provide community environmental education, and recruit and train community volunteers.

**POSITION DESCRIPTION # 1: Specialized positions for Urban Forestry:**

- **Trees For All Program Specialist** (responsible for coordinating and supervising tree distribution events, holding community planting demonstrations, planting trees to OCF specifications, inspecting planting sites, obtaining permits and entering data)
- **Young Tree Watering and Maintenance Team Specialist** (responsible for watering and maintaining young street trees in a healthy growing condition and maintaining trucks, small engine and work-related equipment in good working order)
- **Native Tree Nursery Specialist** (work as a team to construct, develop, and maintain our native plant nursery, supervise volunteers, monitor tree cultivation, maintain irrigation systems, and load and unload tree deliveries)
- **Filemaker Pro/Database Development Specialist** (responsible for developing and maintaining our Filemaker Pro database, creating reports, and performing/supervising data entry)
- **Stewardship Report and Routing Specialist** (responsible for sending monthly tree stewardship reports to over 500 residents, performing and supervising data entry, and determining daily driving routes for work crews using Filemaker Pro and Google Earth)

**POSITION DESCRIPTION #2: Specialized positions for Environmental Education & Outreach:**

- **Photo & Archiving Specialist** (responsible for taking photos at events, organizing and maintaining our photo library and working on photo-related projects)
- **Web Design Specialist** (responsible for regularly updating our website, adding a video component, reformatting to a non-frame based or CSS/DIV style site, and adding web forms/SGL databases)
- **Video Specialist** (responsible for videotaping OCF events and editing footage)
- **Outreach and Advocacy Specialist** (staff information booth at events, attend tree removal hearings, distribute tree law and proper pruning literature and use the Tree Mobile classroom)
- **Faith Community Outreach Specialist** (responsible for outreach to faith-based community groups, scheduling presentations, and coordinating tree plantings)
- **Information Specialist** (responsible for updating and creating new OCF literature and flyers, updating records in database, mailing and printing projects, and answering phone inquiries)
- **Newsletter Writer & Manager** (responsible for creating and editing monthly OCF newsletter editions using InDesign and Constant Contacts)
- **Green & Healthy Neighborhoods Outreach Specialist** (responsible for forming and leading small community groups to discuss “green living” topics such as: water conservation, reducing household toxins, etc.)

**BENEFITS**

- Gain experience working with culturally diverse groups and people of all ages.
- Learn valuable job skills for a career in many fields, including education, community organizing, volunteer management, environmental advocacy, and planning.
- \$1,800 AmeriCorps education scholarship

- \$6,000 Stipend (675 hours of service)

## **REQUIRED QUALIFICATIONS**

- Interest in environmental and conservation issues
- Interest in affecting change through community organizing
- Strong organizational and time management skills
- Ability to work well with diverse groups of people
- U.S. Citizen or legal resident, with a high school diploma or equivalent
- 675 hour commitment required
- U.S. Citizen or legal resident, with a high school diploma or equivalent, minimum age: 18

## **DESIRED QUALIFICATIONS**

- Strong written & oral communication skills
- Excellent customer service
- 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)

## **TO APPLY**

E-mail [americorps@ourcityforest.org](mailto: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](http://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.

