Job Title: Urban Forest Outreach Coordinator
Reports to: BEC General Manager and City of Chico Urban Forester
Status: 2 Part Time – Seasonal Internship Positions
Timeline: Fall Semester: August-December 2020
Pay Rate: Stipend, $1,500 per term of service
Hours: Mon – Fri with occasional evenings & weekends

Summary: Under the supervision of Butte Environmental Council (BEC) General Manager and City of Chico Urban Forest Manager, the Urban Forest Outreach Coordinator is responsible for assisting in the goals of the City of Chico urban forest revitalization project and goals related to public involvement and education of the urban forest under the BEC umbrella. Those selected for this position have the unique opportunity to gain invaluable experience in both the non-profit sector and municipal government.

Goals of the Urban Forest Outreach Coordinator:
- Assist the Urban Forest Manager in the accomplishment of targeted goals related to the City of Chico urban forest revitalization project
- Work under the supervision of the BEC General Manager to involve and educate the public on the urban forest planting campaign efforts including CO₂ reduction, conservation of water and soil erosion, storm water filtration and shade/mitigation of energy costs
- Plan and organize urban forest tree planting events hosted by the City of Chico and BEC
- Support outreach and highlights of program goals and partnerships in written, verbal and digital capacities

Duties & Responsibilities:
- Maintain databases for tracking tree planting sites, GHG emission reduction targets, resident feedback, and public tree planting requests.
- Develop evaluation resources including watering contract surveys, volunteer satisfaction surveys, and community questionnaires.
- Develop program outreach kit with BEC website and social media content as well as tabling materials for public education.
- Assist in provision of customer service and leadership to volunteers during service events.
• Provide email and telephone point-of-contact for resident inquiries regarding community tree planting programs and tree requests.
• Lead door-to-door canvassing in target low-income and disadvantaged neighborhoods to engage with residents and achieve agreement to community tree planting benefits.
• Complete general fieldwork in support of partner non-profit groups and City of Chico activities, including staging, tool pickup, packing supplies, etc.
• Staff outreach booths to promote the program and gain community feedback.
• Assist in tree planting site preparation including processes and tracking.
• Develop marketing and outreach materials: brochures, fliers, etc.
• Other tasks as assigned by the BEC General Manager as a working part of the BEC team.

Preferred Knowledge & Skills:
• Commitment to fulfill the 4 month term of service
• Confident group and public presentation skills
• Strong written and oral communication skills
• Ability to collaborate positively with others in a team setting
• Enthusiasm for working with community volunteers
• Comfortable working both in an office setting and outdoors
• Experience using Microsoft Office Suite and Google Drive including word processing, spreadsheet, excel, and slideshow
• Able to complete accurate data management tasks
• Basic knowledge of environmental issues
• A commitment to Butte Environmental Council’s mission, vision and goals
• Reliable transportation and possession of, or the ability to obtain, a valid CA driver’s license

Working Conditions & Physical Requirements:
Condition requirements include the ability to sit and stand for extended periods and lift 50lbs. Program work environment is both, in an office setting with regular scheduled shifts and outdoors in varying weather conditions. Occasional weekends and evening hours are required for tabling community events or facilitating community tree planting events.

Terms & Conditions of Employment:
This position requires an average of 25-30 hours per week, with a stipend of $1,500 per term of service. All Butte Environmental Council Personnel Policies apply to this internship position. Butte Environmental Council is an equal opportunity employer.
How to Apply:

Submit application materials by email to BEC General Manager at danielle.baxter@becnet.org and City of Chico Urban Forest Manager at richard.bamlet@chicoca.gov as digital documents (either Word or PDF) by **August 21st, 2020 at 5 PM.**

1) Resume

2) Cover Letter

3) Supplemental Questionnaire *(see below)*

Supplemental Questionnaire:

*Please respond to the following questionnaire and attach upon submission of other application documents.*

1. Describe your background with environmental issues, in terms of either academic degree, personal research, employment or volunteer positions.

2. Describe the strategies you would apply to deliver information that engages your audience and ensures they will retain the information.

3. Give an example of your experience with involving the public in a common goal or reaching out to community members to become involved with something your passionate about.