



Summer Student Job: Forest Watch Program Coordinator

Trees Winnipeg is looking for an **enthusiastic Post-secondary student** to help facilitate and design our **Forest Watch Program** this summer. Working closely with the Trees Winnipeg Program Director, the **Forest Watch Program Coordinator** will assist in the development the program and build a campaign that will help increase public awareness of the invasive species that threaten Winnipeg's urban forest. Your responsibilities will include educating and engaging Winnipeg residents in the identification and early-detection of invasive pests such as the emerald ash borer (EAB) and elm bark beetle. This exciting position involves coordinating day-to-day office and field activities to help promote and support the Forest Watch Program. You must be able to work days, evenings and weekends as required. This is a great opportunity for a student interested in environmental, natural resources, and forestry to develop professional skills and to network with other green professionals!

Position: Forest Watch Program Coordinator

Start Date: Seasonal, full-time position (~30 hours/week) with an anticipated work term from May 1, to August 31, 2019

Salary: \$13.50/hr.

Reports to: Trees Winnipeg Program Director

Based at: The Trees Winnipeg (Coalition to Save the Elms) office in southwest Winnipeg

Website: <http://treeswinnipeg.org/>

Key Responsibilities

- Prepare survey forms and maps for volunteers
- Compile a database that includes a list of trees displaying emerald ash borer symptoms and tree candidates for treatment
- Conduct public presentation and coordinate public outreach initiatives
- Update social media, website and brochures, and contribute articles to quarterly newsletter. Assist with preparing final reports
- Coordinate volunteer groups and conduct surveys

Minimum Job Requirements

- Experience in customer service, public presentation, and MS Office application
- Organizational skills
- Valid Class 5 driver's license
- Student enrolled in Post-secondary program in environmental, natural resource or forestry related discipline.

Email your cover letter and resume by April 1, 2019 to: Lisa Jones, Program Director: office@treeswinnipeg.org with "Forest Watch Coordinator" in subject line.

