

We're Hiring

Forest Watch Program Coordinator

The Forest Watch Program is Trees Winnipeg's campaign to monitor and raise awareness of invasive species, like emerald ash borer (EAB) and Dutch elm disease (DED). This program will engage Winnipeg residents in the identification and early-detection of invasive pests that threaten our urban forest. Trees Winnipeg is looking for an enthusiastic student to facilitate and design the Trees Winnipeg Forest Watch Program, with assistance from the Program Director. The position involves coordinating day to day office and field activities and help generate public awareness and interest in the program. The successful candidate should be available to work days, evening, and weekends as required. This is a great opportunity for a student develop new skills and network with other green professionals!

Job Title: Forest Watch Program Coordinator

Reports to: Program Director

Based at: Trees Winnipeg (Coalition to Save the Elms) office in south west Winnipeg

Website: www.treeswinnipeg.org

Start Date, Duration and salary: Seasonal; full-time position (~30 hours/week); anticipated work-term May 1, 2019 to August 31, 2019; Salary will be \$13.5/hr

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, web content, 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.



Please submit cover letter and resume to Lisa Jones, Program Director: office@treeswinnipeg.org

Please include "Forest Watch Coordinator" in subject line