

Position Description
Environmental Programs Assistant
Fall 2021



ReForest London (RFL) is a small but mighty non-profit organization with a vision to see our community thriving in a healthy urban forest. We work to enhance environmental and human health in the Forest City by inspiring, educating and empowering Londoners to plant and care for trees and to be part of a sustainability-focused future for our community.

Since our founding in 2005, we have grown to become London's largest environmental not-for-profit organization. Powered by passionate staff and volunteers, ReForest London plants, cares for, and gives away thousands of trees each year. Along with the City of London, we are a founding partner of the community-wide Million Tree Challenge. RFL is also actively developing the new Westminster Ponds Centre (WPC), London's first and only environment and sustainability centre. Led by ReForest London, the WPC will inspire and advance environmental change in our community.

Position Overview:

We are currently seeking one energetic and enthusiastic candidate to support the effective delivery of a number of ReForest London programs and events this fall, including:

- **Park naturalization events:** planting trees and shrubs in parks and natural areas in the community with small groups of volunteers, to improve environmental and human health
- **Aftercare events:** working with small groups of community volunteers to care for previously planted sites to improve survival through weeding, mulching and other tasks
- **Tree depots:** distributing free trees to Londoners to plant in their yards through our tree giveaway program

This is a **16 week, full-time position (37 hours / week)** beginning in late August - early September (start date negotiable and as soon as possible), at \$15/hr.

Key Responsibilities:

- Assisting with the planning and delivery of park naturalization planting events, including:
 - Event planning, including logistics, promotion, event setup, and data collection
 - Determining appropriate planting locations for various species of trees and shrubs
 - Quality assurance during the tree planting
- Assisting to deliver numerous tree giveaway events, including tasks such as:
 - Assisting with event setup and takedown, preparing equipment, literature, and materials for events
 - Providing tree education and outreach to homeowners
 - Processing and recording donations received at events

- Volunteer management of event volunteers, including:
 - Training participating volunteers in tree planting, care and maintenance
 - Ensuring volunteers have a positive experience at our events
 - Assisting with volunteer recruitment and promotion through social media, online calendars, and more
- Various other tasks may include:
 - Nursery stock management including organizing, watering, and general tree care
 - Social media promotion and content curation
 - Creating maps and inputting data in ArcGIS
 - Data entry and analysis
 - Supporting with fundraising, stewardship, and grant writing/reporting tasks
 - Facilities maintenance
 - Other tasks as needed

Eligibility:

Because this position is funded through a federal wage subsidy program, in order to be eligible, candidates must be:

- A Canadian citizen, permanent resident of Canada, or have granted refugee status in Canada (no work permits or student visas),

and:

- Be between 15 to 30 years of age at the start of employment;

Candidates must also have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Qualifications:

- A secondary school diploma
- Meet eligibility requirements as outlined above
- Be physically fit, as this position requires considerable physical labour, working in outdoor, field conditions, and some heavy lifting (e.g. trees in pots, generally 10-30 lbs but possibly up to 50 lbs)
- Being comfortable working outdoors in a variety of weather conditions

Desired Skills, Knowledge, and Abilities:

- Passion for the outdoors and trees!
- Pursuing or have obtained a degree or diploma in Environmental Sciences, Biology, Ecological Restoration, Geography, Natural Resources, Arboriculture, Landscape Architecture, Horticulture, or related field
- Familiarity with Ontario trees and shrubs, as well as common invasive species
- Familiarity with common pests and diseases of our native tree species

- Have exceptional interpersonal skills
- Experience working in a team environment
- Strong written and oral communication skills
- Proficiency with Microsoft Office
- Supervisory experience (staff or volunteer) an asset
- Graphic design skills an asset
- Experience working in ArcGIS an asset
- Standard First Aid & CPR certification an asset
- Ontario 'G' driver's license an asset

Skills and Experiences gained from this position:

- Identification of trees, shrubs, invasive species, and forest pests and diseases
- Knowledge of ecological processes as well as restoration project planning and implementation
- Volunteer management
- Being able to assess a site for its soils, topographic, hydrologic, and light conditions
- Experience in the administration and delivery of environmental programs
- Experience assisting with program evaluation and impact reporting
- Experience working with volunteers of all ages, as well as community partners and landowners, teachers and school staff, and diverse groups and populations

Perks:

- Flexible work schedule
- Positive team environment – we live on a diet of optimism, chocolate, and tree puns
- Working in the middle of a forest: Westminster Ponds is surrounded by beautiful trees and nature, and is a great place to take a walk during lunch to refocus

Application Process:

ReForest London is committed to the diversity of its board, staff and volunteers. Like a forest that thrives best when it is comprised of many different kinds of trees, ReForest London thrives and gains strength from the differing perspectives, insights and experiences a diverse group provides. In all that we do, we nurture and sustain an organizational culture that is as inclusive as our community.

We value diversity and inclusion and encourage any qualified people (including Indigenous peoples, new immigrants and refugees, women, and LGBTQ2+ individuals) to apply. If you require accommodations during the recruitment process, please let us know.

Please email your cover letter and resume in PDF format to Rachel Rensby, Neighbourhood ReLeaf Coordinator at resumes@reforestlondon.ca no later than 12:00 PM on **Monday, August 30, 2021**.

Applications will be reviewed on an ongoing basis as they are received, so we encourage you to apply as soon as possible.

All email submissions will be acknowledged as received, but only those called for an interview will be contacted thereafter. No phone calls please.