About ReForest London

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’re on a mission 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.

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 in parks, schools and neighbourhoods each year. ReForest London also offers many tree-themed educational activities such as workshops, webinars and hikes. We are big on partnerships and increasingly looking to help facilitate large-scale, citywide solutions to environmental issues. Two of our larger projects at the moment include London’s Million Tree Challenge, which we co-founded with the City of London, and the creation of a regional environmental centre for Southwestern Ontario, the Westminster Ponds Centre for Environment & Sustainability.

Position overview

The Seed Collection Program Coordinator will develop a pilot volunteer-based tree seed collection program for ReForest London in order to enhance our and our partners’ ecological restoration efforts. They will also work to update a 2018 case study report into community tree nurseries across Canada, in order to help us develop plans for the creation of a community-based tree nursery of our own here in London.

They will report to the Director of Programs, Brianne Curry, and collaborate closely with several other staff, including a Seed Collection Workshop Leader and Community Tree Nursery Pilot Developer.

This is a 5 day/week (37.5 hours/week) internship position with an hourly rate of $20, expected to run from late September, 2021 to February 28, 2022 (start date flexible, end date fixed).

Key responsibilities

- Work closely with the Seed Collection Workshop Leader this fall to:
  - Plan and help deliver seed identification, forecasting and monitoring hikes with students and community members through local forests and natural areas to collect seed from several native species of trees
  - Plan and help deliver weekly workshops on seed collection, seed cleaning, and processing/storage
  - Develop fun and creative ways to market the program and inspire volunteers to participate
- Organize the purchasing of supplies and equipment to support seed collection, processing, and storage activities, and work with staff and community partners to set up a space for seed program activities at the Westminster Ponds Centre
- Assist with event promotion, as well as volunteer recruitment and training for participating volunteers
- Data entry and management
• Participate in program evaluation and debriefs
• Share impact stories on our website and social media
• Provide additional staff support for at our tree giveaway and park planting events, under the direction of our other Program Coordinators, as needed

Over winter:
• Work with the Seed Collection Workshop Leader to plan and help deliver several seedling growing workshops in local greenhouses and schools
• Help deliver seedling growing kits to elementary schools
• Update our case study report into community tree nurseries through additional literature reviews, online research, and interviews
• Provide additional support to a project to develop plans for a pilot Community Tree Nursery for London as needed
• Contribute to funder reports and plans for future program development

Who we’re looking for
The right candidate is someone who loves plants and enjoys working with others to make their community more sustainable. They are a systems thinker, capable of pulling together the many different elements needed to make a volunteer program a success. They are an excellent writer, and what they don’t know, they are willing and excited to learn.

Required skills, knowledge and abilities
• Experience planning and developing programs, events or activities for volunteers
• Excellent report writing, literature review, and interviewing skills
• Effective and engaging communicator, able to work with volunteers of all ages
• Strong event planning skills
• Enjoy working outdoors in a variety of weather and field conditions
• Standard first aid / CPR certification an asset

Qualifications
• Degree or diploma in Environmental Science, Forestry, Botany, Horticulture, Arboriculture, Ecological Restoration, Geography, Natural Resources, Not-for-Profit Management or a related field
• G Drivers License required
• Experience with seed collection, seed saving or seedling growing (regardless of whether for restoration work, gardening, or food production) a strong asset, but not required
• Experience preparing research reports or case studies a strong asset
• This position requires some physical labour, participating in some of our seed collection hikes in natural areas, assisting with park naturalization and tree giveaway events, and assisting with weekly tree deliveries / unloads. Therefore, the successful candidate must be physically capable of repetitive lifting of up to 50 lbs and working outdoors in a variety of weather conditions.
• Ability to work evenings and weekends as required
Eligibility
As this position is funded through a federal employment support program, the candidate must be:

- Under 30 years of age
- A post-secondary graduate (this is not required for participants who live in Yukon, Northwest Territories, or Nunavut)
- Legally entitled to work in Canada (i.e. Canadian citizen, permanent resident, or person who has been granted refugee status)
- Self-assess as underemployed (meaning they are employed below their level of education, outside their field of study, hold part-time employment, or unemployed)

Skills & experience you’ll gain from this position

- Experience in the development and administration of environmental programs
- Volunteer management
- Marketing, promotion and event planning
- Research & report writing
- Software skills (Customer Relationship Management databases, design software, task management software)
- 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
- Technical expertise in seed collection, seedling growing, and native tree and shrub identification

Working environment
Pending public health guidelines, the position will be a blend of in-office, in-field and remote work.

We work in a busy, fast-paced environment (especially during planting seasons!), and get our energy from knowing that the work we are doing is making a difference in our community and the daily lives of thousands of Londoners each year. Members of our team all bring their own expertise and strengths to the table, where collaboration and support are both important parts of our organizational culture. For nature enthusiasts, our office is located right next to the beautiful Westminster Ponds Environmentally Significant Area, London’s largest ESA and a wonderful place to enjoy a lunch-time hike or picnic. We are passionate and dedicated individuals who are motivated every day to make London a better place!

Application process
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 submit your résumé and cover letter online at https://airtable.com/shrSQwo8mEZ1v8Ori no later than 11:59 PM on Monday, August 30 2021. Interviews will be held that week, with a negotiable start date for some time in September.

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