



## **Position Description: Project Manager**

### **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 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 London's Million Tree Challenge. We are also actively developing London's first and only environment and sustainability centre, the Westminster Ponds Centre. Our organization is full of energetic, passionate individuals seeking to make a difference for the environment, and who are accountable for outcomes but enjoy a lot of freedom in how to achieve them.

**Website:** <http://www.reforestlondon.ca>

**Location:** London, Ontario (blend of in-office, field, and remote work, if desired)

### **Position Summary:**

We are looking for an experienced, tree-loving environmental professional wanting to make a difference at the local level to take on a high level of responsibility within our organization. You will be planning, implementing, and managing our tree planting programs in parks, schoolyards, and other areas. In this role, you will be working with numerous local volunteers, community associations, faith and cultural groups, schools, and local businesses to plant and maintain thousands of native trees and shrubs each year.

This is a full-time, permanent position (37.5 hours/week) with an annualized salary of \$45,000, three weeks of paid vacation per year, and an employee health and dental benefits package. There is additional paid leave between Christmas and New Year's. The workload is very seasonal, and requires extensive weekend work throughout the spring and fall tree planting seasons. Work hours (outside of planting events) are flexible. Our spring and fall planting seasons can be busy and intense – your good humour and passion for the environment will carry you and our volunteers through.

The Project Manager reports to Brianne Curry, Director of Programs.

### **Key Responsibilities:**

The Project Manager is primarily accountable for ensuring the success of three ReForest London initiatives: our park naturalization program, community greening projects, and aftercare program. The Project Manager also acts as our in-house expert and provides technical expertise in forestry, restoration ecology, and GIS for other programs or community events as needed, and supports grant writing and reporting. Key tasks include:

**1) Plan and implement park naturalization and community greening projects:**

- Identify preferred planting locations, weighing factors such as environmental benefit, ecological linkages and corridors, geographical considerations, cost per tree, likelihood of success, and other factors
- Determine appropriate species to plant that weighs factors such as growing conditions (sun exposure, soil, and moisture), urban pollution, deer browse, etc., and prepare site-specific species lists for the plantings
- Work with area landowners (such as local schools, businesses, faith groups, etc.) and the City of London to develop site plans and project budgets
- Complete necessary tasks to prepare for planting events, including plant and mulch ordering, appropriate site preparation, ordering of soil enhancements, arranging for utility locates, tool maintenance and transportation
- Ensure recognition of program donors and supporters
- Lead planting events, which includes the training and supervision of volunteers of all ages
- Coordinate some additional “supply-only” tree orders for local partners and schools each year
- Maintain and report detailed project information that includes plant lists, numbers of plants planted, and maps
- Effectively manage project budgets and ensure timely processing of invoices
- Contribute to grant-writing and reporting efforts, led by our development team, for the projects

**2) Manage our aftercare program:**

- Assess past naturalization projects to determine order of priority for aftercare and what plant care tasks should be performed
- Train a summer Aftercare Coordinator in how to perform aftercare and lead aftercare events (including but not limited to weeding, mulching, removing tree collars and invasive species, and training volunteers to safely participate)
- Ensure successful delivery of 2-3 aftercare projects, primarily lead by the Aftercare Coordinator, each week over summer
- Ensure data tracking and reporting on aftercare activities as well as health and survival statistics

**3) Provide technical guidance to ReForest London:**

- Lead our “Tree Specialist” training workshops
- Speak at lunch ‘n learns or other community events about our programs, London’s trees, and various urban forestry issues
- Trees species and care information for use in other programs and educational tools
- Strategic input as it relates to ecological considerations and changes in environmental science
- GIS mapping support for our various programs
- Support other program staff with the development of our new seed collection initiative, including establishing a London seed hub for native and climate adapted tree, shrub, and plant seeds
- Provide technical input into future project selection and program direction, especially related to the Million Tree Challenge ([milliontrees.ca](http://milliontrees.ca)) and initiatives with other organizations

- Assist with grant writing and reporting by providing scientific grounding, project implementation, and results

### **Qualifications:**

- Degree or diploma in ecology, arboriculture, biological sciences, environmental studies, or similar
- Experience planning, implementing and maintaining large scale naturalization projects is highly desired
- Non-profit experience, event planning experience, and experience working with and training volunteers are desired
- The position requires considerable physical labour and some heavy lifting during the planting season (trees in pots, generally 10 – 30 lbs but possibly up to 50 lbs, with several hundred trees coming in and needing to be unloaded/loaded most weeks during planting season)
- Ontario 'G' driver's license required. Regular access to a vehicle considered an asset

### **Ideal Competencies:**

- Be familiar with and able to identify native Ontario trees and shrubs and common invasive species
- Have experience planting and caring for trees and shrubs, both in natural and landscaped settings
- Be able to assess a prospective planting site for its soils, topology, hydrological and light conditions
- Use ArcGIS to create maps and site plans
- Be an excellent and enthusiastic teacher, able to train volunteers and field staff on key tasks and concepts
- Have exceptional interpersonal skills and be comfortable working with a large number of volunteers of all ages (potentially as many as 150 volunteers at any given event) as well as community partners and landowners, teachers and school staff, and diverse groups and populations
- Have experience in managing and adhering to project budgets
- Have exceptional organizational, time, project and event management skills, allowing the implementation of one season's events while planning the next, and providing technical support to other programs when needed
- Experience in grant writing and reporting is an asset
- Ability to safely drive a truck + trailer an asset

**Please let us know in your application if you have additional certifications or licenses, or possess similar certification / training that will strengthen your skills in this role, such as, for example:**

- Pesticide Applicator License, Ecological Land Classification, Certified Arborist, Member of the Society for Ecological Restoration, Certified Seed Collection, Horticultural Technician, or others.

### **Perks:**

- 3 weeks of paid vacation per year, as well as additional paid time off during our annual office shutdown the last week of December
- Employee health and dental benefits plan
- Flexible work schedule, plus ability to accommodate some work-from-home if desired
- 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:**

Please email your cover letter and resume in PDF or Word format to Brianne Curry, Director of Programs at [resumes@reforestlondon.ca](mailto:resumes@reforestlondon.ca) no later than 11:59 pm on Sunday, November 7, with the words "Project Manager" in the subject line. The anticipated start date is December 1. All email submissions will be acknowledged as received, but only those called for an interview will be contacted thereafter. No phone calls please.

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.