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.

Position Overview:
We are currently seeking one energetic candidate with a passion for trees and sustainable communities to support the effective delivery of a number of ReForest London programs and events over the coming year, 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
- **Tree giveaways**: distributing free trees to Londoners to plant in their yards through our tree giveaway program
- **Aftercare events**: working with small groups of community volunteers to care for previously planted sites to improve tree survival through weeding, mulching, and other tasks

This is a **12 month, full-time internship (37.5 hours / week)** beginning in mid-December, at $18/hr and with three weeks of paid vacation.

Key Responsibilities:
- Assisting with the planning and delivery of numerous tree giveaway events, including tasks such as:
  - Assisting with event setup and takedown; preparing equipment, literature, and materials for events
  - Processing and recording donations received at events
  - Providing tree education and outreach to homeowners
  - Answering inquiries from the general public about our tree giveaway program
  - Helping to plan events with community partners

- Planning and leading volunteer-based aftercare events throughout the summer, including:
Working with the RFL Project Manager to identify priority sites for aftercare
- Event delivery, including set-up and takedown
- Training community volunteers to perform a variety of aftercare tasks that support tree health, such as mulching, weeding, applying rodent guards and deer repellent, monitoring and removing invasive species, etc.
- Communicating with volunteers and groups about the program and events
- Data monitoring, reporting, and mapping
- End of season program evaluation

- Assisting with the planning and delivery of park naturalization program throughout spring, winter, and fall, including:
  - Event planning, including logistics, promotion, event setup, and data collection
  - Determining appropriate planting locations for various species of trees and shrubs
  - Performing quality assurance during the tree planting, ensuring that trees are planted properly and volunteers are adhering to planting standards
  - Developing site profiles for educational and marketing use

- Supporting volunteer management activities, including:
  - Training new volunteers in tree planting, care and maintenance, safe practices, and invasive species removal, and ensuring all our 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, inventory tracking, watering, and general tree care
  - Creating maps and inputting data in ArcGIS
  - Data entry and analysis
  - Facilities maintenance
  - Planning and supporting other environmental events from time to time, including events at the Westminster Ponds Centre and in the community
  - Other tasks as needed

Eligibility:
As this internship would be funded through a federal employment support program, the candidate must be:
- No more than 30 years of age at the start of the internship
- A post-secondary graduate
- A Canadian citizen, Permanent Resident, or person who has been granted Refugee status in Canada
- Not in receipt of Employment Insurance (EI) during the internship
Qualifications:
- A post-secondary degree or diploma in a related field (such as Environmental Sciences, Biology, Ecological Restoration, Geography, Natural Resources, Arboriculture, Landscape Architecture, Horticulture, etc.)
- Have an Ontario ‘G’ driver’s license, and be comfortable with the idea of driving a pick-up truck
- As the position requires considerable physical labour and working outdoors in natural settings, the candidate must be able to lift 30+ lbs and be capable of working in all weather conditions in natural areas on uneven terrain

Desired Skills, Knowledge, and Abilities:
- Have a passion for the outdoors, the environment, and trees!
- Previous work in a similar role, such as conservation, restoration, landscaping, or tree planting work in natural settings in varied weather conditions
- Familiarity with Ontario trees and shrubs, as well as common invasive species
- Have exceptional interpersonal, customer service, and volunteer management skills
- Experience working in a team environment
- Strong written and oral communication skills
- Proficiency with Microsoft Office
- Supervisory experience (staff, volunteer, or children) an asset
- Experience working in ArcGIS an asset
- Standard First Aid & CPR certification an asset

Skills and Experiences Gained from this Internship:
- Experience in the administration and delivery of environmental programs and events
- 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
- Identification of native trees, shrubs, and invasive species
- Knowledge of ecological processes as well as restoration project planning and hands-on implementation
- Being able to assess a site for its soils, topographic, hydrologic, and light conditions
- Project management skills
- Mapping and spatial analysis
- Financial skills including processing monetary donations and tracking in-kind donations

Perks:
- 3 weeks of paid vacation over the course of the year, plus additional paid time off in the last week of December during our annual shutdown for the holidays
- Flexible work schedule and opportunity to do 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 résumé in PDF format to Rachel Rensby, Neighbourhood ReLeaf Coordinator, at resumes@reforestlondon.ca no later than 11:59 PM on Sunday, **November 21, 2021**. Please be sure to confirm in your cover letter your ability to meet the eligibility criteria provided above.

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 selected for an interview will be contacted thereafter. No phone calls please.

Please note that this position is pending funding approval.

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.