

Friends of Trees Position Description

Job Title:	Neighborhood Trees Outreach Assistant
Status:	Seasonal, part-time
Compensation:	\$14-16 hourly; not eligible for benefits
Schedule:	Tues–Sat, generally 3:00pm-8:30pm (approximately 25 hours/wk)

Friends of Trees is hiring up to ten outgoing individuals to join our team to represent our organization from June through September, with the option of continuing work into the fall and winter.

Friends of Trees is a 501(c)3 nonprofit organization serving Oregon and Southwest Washington. Our mission is to inspire community stewardship of our urban forest by bringing people together to plant and care for urban trees and natural areas.

Our outreach staff are the public face of our tree planting effort, providing extensive face-to-face contact with residents as we offer them new tree-planting opportunities. Successful outreach staff are outgoing, independently motivated, self-directed, and adaptable to changing field conditions. Strong candidates will be comfortable with door-to-door canvassing and enthusiastic about community outreach and planting trees as a means of improving the urban environment.

Required Qualifications:

- Excellent people skills, positive attitude and sense of humor
- Previous canvassing, customer service, sales and/or community outreach experience
- Strong awareness of and commitment to environmental restoration
- Desire to work with diverse communities and with individuals from all backgrounds
- Experience with and ability to work both independently and in a small team
- Willingness and ability to work full shifts on foot, in the field, in varying weather conditions
- Well organized with excellent time management skills
- Ability to reach field work locations in North, Northeast, Southeast, and East Portland

Desired Qualifications:

- Knowledge of trees, gardening and/or urban forestry issues
- Experience representing a non-profit, government or other organization to the public
- Previous experience with detailed data entry
- Have a valid driver's license and acceptable driving record
- Ability to speak a language other than English
- Live within one of Portland's 95 officially recognized neighborhoods

Description of Duties:

- Measure and assess private and public property to identify planting tree potential
- Contact property owners at the door to provide information and promote participation in neighborhood tree planting events
- Assist homeowners with tree selection/purchases
- Recording and maintaining accurate field data
- Detailed data entry, weekly at the Friends of Trees office in NE Portland
- Tabling at events and presentations to community groups
- Submit an accurate timesheet bi-weekly

To Apply: Please submit a cover letter and resume *or* submit an application form to Erica Timm, EricaT@friendsoftrees.org by 5:00pm on May 12th, 2017. Please limit application to two pages. An application form is available at www.friendsoftrees.org/jobs.