



## **NASHVILLE TREE FOUNDATION JOB POSTING**

Job Title: **Urban Forestry Operations Coordinator**  
Hours: M-F (some weekend availability), 9a-3:30p (37.5/hours per week)  
Compensation: \$20/hour – Seasonal Position

### **ABOUT THE OPPORTUNITY:**

The Nashville Tree Foundation is hiring a **Urban Forestry Operations Coordinator** as a member of our Urban Forestry team. This is a *seasonal position* during the summer maintenance period of May through August/Early September with the opportunity for additional contract work after the season concludes. Regular shifts are M-F totaling 37.5 hours a week with some weekend availability.

### **WHO YOU ARE:**

- You're a thoughtful, responsible, hard-working individual and you have some experience "in the field" working on maintenance teams, or landscaping, tree care, or a related position.
- You are someone who cares about giving back and wants to make a difference in the community around you by working for one of Nashville's oldest cause-based environmental nonprofits.
- You're looking for active, outdoor, entertaining and leadership/management work that gets you valuable experience and a great line on your future resume.
- You're interested in a potential career in environmental sciences, horticulture, agriculture or becoming an arborist and want to pursue related work.
- You are someone who loves nature, outdoors, our collective urban tree canopy and is interested in getting paid to be in nature and "among the trees" for the summer.

### **WHO WE ARE:**

Since 1986, the Nashville Tree Foundation, a 501c3 nonprofit organization, has worked to preserve, protect and enhance Nashville's urban forest. We plant, we promote and we educate about trees and the importance of supporting our city's tree canopy.

### **JOB RESPONSIBILITIES:**

- Coordinate the summer tree maintenance program activities of the Nashville Tree Foundation, including: watering, mulching, and pruning of young trees.
- Lead a team of Summer Fellows/Program Technicians
- Perform basic tree health care inspections for any biotic or abiotic disorders.
- Perform basic tree maintenance such as staking and corrective tree pruning.
- Perform proper plant removal of target invasive species.
- Operate trucks, trailers, heavy machinery, hand and power tools and perform routine care and maintenance on tools and supplies as necessary.
- Serve and educate the Nashville community with a positive attitude while carrying out the Nashville Tree Foundation mission to protect and grow the city's canopy



- Geo-Locate Trees, Built Tree Planting Maps, then Inventory and analyze accurate tree inventory data for NTF tree plantings.
- Learn tree care, tree maintenance and train under Nashville Tree Foundation's certified arborist
- Collaborate on tree planting projects, including site preparation and tree selection.
- Performs other duties, as requested.

**Requirements:**

- Ability to lift 50 pounds repetitively, and often independently.
- Candidates must be a minimum of 18 years of age and have a valid driver's license and good driving record.
- Strong interest in urban forestry, sustainability, and environmental stewardship. Some field experience preferred but not required. Training will be provided.
- Ability to work in a physically demanding environment with much bending, lifting, and shoveling.
- Comfortable working outside in all weather conditions. The majority of the program work is performed outdoors.
- Have great leadership and interpersonal skills.
- Ability to effectively and efficiently maintain and complete projects.
- Updated tetanus shot.

Interested persons should send a resume or work history to [trees@nashvilletreefoundation.org](mailto:trees@nashvilletreefoundation.org)