



Tennessee Urban Forestry Council

Job Announcement

The [Tennessee Urban Forestry Council](#) (TUFC) has entered into an agreement with the [Tennessee Department of Agriculture, Division of Forestry](#) (TDF) to collaborate on a statewide urban and community forestry (U&CF) program. Part of this agreement shifts the position and role of the State U&CF Program Coordinator to the TUFC. The position will be a contract employee of the TUFC, but will operate under the guidance, direction, and support of an advisory committee that includes representatives from the TUFC and the TDF. The position is funded through USDA Forest Service (FS) funding and will be required to fulfill federal core standards as described in the FS document "[Urban and Community Forestry Program Guidance \(2014\)](#)."

JOB TITLE: State Urban & Community Forestry Program Coordinator

SALARY: \$60,000 Total Compensation

POSITION TYPE: Full-Time Staff Position (1 year with planned extensions)

SERVICE AREA: Statewide

TRAVEL REQUIRED: Yes

ROLE AND RESPONSIBILITIES:

- Plan, coordinate, and facilitate a statewide urban and community forestry program to improve quality of life for people living in Tennessee's cities, towns, and communities.
- Help facilitate a closer U&CF program collaboration between the TUFC and TDF.
- Assist in guiding TDF's U&CF vision alongside TDF, TUFC, and other partners agencies.
- Serve as TDF U&CF program coordinator providing support, collaborating, and guiding U&CF activities to TDF's approximate 350 statewide personnel.
- Improve Tennessean's understanding of the benefits of preserving existing tree cover in urban areas and communities.
- Encourage owners of private residences and commercial properties to maintain trees and expand forest cover on their properties.
- Provide education programs and technical assistance to State and local organizations (including community associations and schools) in maintaining forested lands and individual trees in urban and community settings and identifying appropriate tree species and sites for expanding forest cover.
- Enhance the technical skills and understanding of sound tree maintenance and arboricultural practices involving the cultivation of trees, shrubs, and complementary ground covers, of individuals involved in the planning, development, and maintenance of urban and community forests and trees.
- Promote the establishment of demonstration projects in selected urban and community settings to illustrate the benefits of maintaining and creating forest cover and trees.
- Develop collaborations with other organizations to help plan and deliver the state U&CF program.
- Collect data that measures the status of Tennessee's U&CF program and satisfies FS and TUFC/TDF requirements and expectations.



- Oversee the administration of federal and local grants that support the development of community tree programs throughout Tennessee.
- Identify opportunities to advance collaborative U&CF initiatives with other states.
- Serve as the primary contact for the USDA Forest Service regional equivalent.
- Complete related work as required.

SPECIFIC JOB ACTIVITIES:

1. Organize and lead regular trainings for internal and external partners.
2. Serve as state government point of contact for all issues and topics regarding urban and community forestry.
3. Create a data management system to collect U&CF program data as required by USDA Forest Service (FS) and submit annual report using the Community Accomplishment Reporting System (CARS). At a minimum, data must substantiate the U&CF program status of Tennessee communities using the following measures.
 - a. Professional Staffing
 - b. Management Plans
 - c. Ordinances/Policies
 - d. Advocacy/Advisor Organizations
4. Assist in completion of annual U&CF grant narrative, budget, and application.
5. Annually provide accomplishment and performance reports to the FS which includes information on all (and any) sub-grants, program highlights, and innovative state products or technologies.
6. Annually report other performance measures as agreed upon with the National Association of State Foresters such as:
 - a. Volunteer service hours
 - b. State U&CF funding amounts
 - c. Details on sub-grant awards
 - d. Local matching amounts
7. Maintain up-to-date and complete records that substantiate the status of Tennessee's "Managing" and Developing "community tree programs.
8. Track TDF U&CF budget and manage spending in coordination with TDF Forest Health and Sustainability Unit Leader.
9. Provide assistance and support for other statewide programs
 - a. National Arbor Day recognition programs
 - b. TUFC programs
 - c. TAEP tree planting grant program
10. Provide statewide U&CF oversight however provide focused technical assistance in the middle Tennessee area as requested.
11. Represent TDF and TUFC in key organizations and meetings. This includes on the Southern Group of State Foresters Urban and Community Forest committee.
12. Work collaboratively with alongside two U&CF partnership coordinators.

**SUPERVISION RECEIVED:**

Works under the general supervision of the TUFC Board and the TDF Forest Health and Sustainability Unit Leader with considerable latitude for exercising initiative and independent judgment; work is reviewed periodically through written and oral reports, and field inspections for conformance to State and Federal laws, and other policies, rules and regulations. An advisory committee comprised of TUFC and TDF staff personnel will provide guidance, direction, and support.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

1. Should have competency, knowledge, experience, or certification in urban forestry profession or related discipline.
2. Must be physically qualified to perform assigned duties as evidenced by a physician's certificate
3. Must possess and maintain a valid motor vehicle operator's license.
4. Experience with data management
5. ISA certified arborist (or within 1 year of hire)

PREFERRED SKILLS

At the time of appointment and continually thereafter:

1. Grant writing and management
2. Project development and coordination
3. Program development and coordination
4. Experience working with nonprofits and state government
5. Experience with GIS
6. Ability to work out of office in Nashville, TN at least 3 days/week.

EDUCATION:

Such as may have been gained through: possession of a Bachelor's Degree in the field of forestry, horticultural science, landscape architecture, environmental education or other closely related field with emphasis on course work in urban forestry and arboriculture

TO APPLY:

Those interested shall email a cover letter, resume, three references (including the last employer), and other related certificates to info@TUFC.com by **5:00 pm CTZ on July 16, 2021**.