



## Urban Forestry Assistant Manager

*Reports to:* Urban Forestry Manager  
*Classification:* Full-time permanent; exempt  
*Supervises:* 2 full time employees

**Organization:** Texas Trees Foundation, a 501(c)(3), makes possible a higher quality of life for citizens, visitors and businesses through research, technology, and education to strategically protect, plant and care for trees and assure that all projects show a return on investment to support growth and livability. Far more than a tree planting organization, Texas Trees collaborates with urban planners, landscape architects, developers, corporations and municipalities to improve the overall quality of life for the citizens who call Dallas and North Texas home.

**Position Description:** The Urban Forestry Assistant Manager is responsible for the planning, coordination, implementation, and tracking of Texas Trees Foundation tree planting programs and projects, related project support, and the advancement of the Texas Trees Foundation mission. This requires setting goals and objectives; supervision of employees; establishing timelines and budgets; collaboration and coordination with internal team and external partners; and tracking progress and results of ongoing projects. The Urban Forest Assistant Manager will oversee the successful completion of all Texas Trees Foundation tree planting projects, oversee the operation of the Texas Trees Foundation's Tree Farm, and coordinate with other departments on a regular basis.

### Responsibilities:

#### Core functional duties

- Supervises and manages Urban Forestry Coordinator(s) and the Tree Farm & Field Supervisor as well as the TXU Urban Tree Farm and Education Center.
- Leads and oversees the logistics and completion of all Texas Trees Foundation tree planting projects within specified time frames and funding parameters.
- Approves tree planting plans and recommends appropriate species and landscape materials.
- Ensures the maintenance and upkeep of the TXU Energy Tree Farm and Education Center.
- Communicates and coordinates effectively with volunteers, community groups, and public/private sector partners to complete planting projects and programs.
- Oversees all maintenance operations for ongoing tree planting projects.
- Creates final reports on all tree planting projects.
- Collaborates on planning and design of future urban forestry projects and programs.
- Creates and manages bids and contracts, as needed.
- Coordinates with the Texas Trees Foundation workforce program on training and activities, as needed.
- Coordinates and oversees educational outreach efforts.
- Consults and coordinates with other Texas Trees Foundation departments on Urban Forestry needs, as needed.
- Attends and presents at community meetings for community engagement/education.
- Represent Texas Trees Foundation at local, state and national conferences and meetings.
- Maintains memberships in appropriate organizations.

### Required Qualifications/Skills:

- Education: Undergraduate or Post-Graduate degree in Urban Forestry, forestry, horticulture, or

- related discipline and/or a minimum of 5 years of experience in urban forestry preferred.
- Certification: Certified Arborist by the International Society of Arboriculture (ISA), or the ability to obtain certification within 12 months of appointment.
  - Driving: Valid Texas driver's license with clean driving record.
  - Communication: Professional demeanor, superior written and oral communication skills, ability to interact and work with a variety of audiences including, but not limited to, arborists, city officials and staff, volunteers, workforce participants, contractors, and private partners.
  - Computer: Proficiency with Microsoft Office suite (Word, Excel, Outlook, PowerPoint, etc.). Ability to learn new software as needed.
  - Budgeting: Experience formulating and adhering to set project budgets.
  - Personal: Excellent time management and organization skills with a high attention to details, excellent analytical and problem-solving skills and the ability to encourage, motivate, and build effective teams, creating mutual trust, respect, and cooperation among team members and volunteers.
  - Safety: Ability to safely lift objects in excess of 50 lbs. and work within safety standards.
  - Commitment to the mission of the Texas Trees Foundation.
  - GIS experience a plus.
  - OSHA 30 certification, or ability to be certified within 12 months of employment
  - Ability to work flexible schedules, including weekends and evenings, as required.
  - Fluency in Spanish is preferred

**Work Hours/Compensation:**

- This is a full-time position, which provides a salary of \$75,000; 75% health insurance coverage; vacation; and a supportive and engaging work environment with opportunities for professional development. Flexible schedule averaging 40 hours per week.

**To Apply:** Send resume, cover letter and references to [Eric@texastrees.org](mailto:Eric@texastrees.org). This job posting will be open until the position is filled.