



# Urban Forestry Coordinator

## Description

The Urban Forestry Coordinator is a part-time position designed to assist our Director of Regenerative Projects with Bio4Climate's Miyawaki Forest Program, expanding our capacity on the ground in the Greater Boston area to engage communities in planting and caring for pocket forests. This person will help coordinate events on education, training, and working on forest projects, as well as disseminate public education materials digitally, build up a resource library on urban forestry and urban ecosystem restoration solutions, and work with project stakeholders to smoothly plan and execute ongoing projects.

## Duties

Works directly with the Director of Regenerative Projects to coordinate the Miyawaki Forest Program, which includes:

- Assisting with project management, including attending project meetings and shadowing the process of forest design and planning
- Developing expertise in the Miyawaki Method of reforestation and other urban forestry and urban ecosystem restoration methodologies
- Assisting with volunteer recruitment and coordination for community maintenance of forests and planting of new projects
- Assisting with forest monitoring, including assessments of growth, health, and biodiversity; coordinating citizen science efforts and aggregating data collected for monitoring restoration outcomes
- Assisting with collecting and sharing project updates on the website, social media, and annual reports
- Assisting with creating and disseminating educational materials

## Skills and Experience

- Project management
- Video and communications experience preferred
- Work with Google Suite for documents, scheduling, and communications
- Ability to update basic Word Press pages based on a template (e.g., listing events, adding resources, updating photos of projects)

- Ability to share social media content or coordinate with social media and outreach team (for upcoming events, photo and video updates, etc.)
- Ability to learn new software and apps, as needed
- Background and interest in climate solutions, particularly ecological, preferred
- Background in urban forestry preferred but not required

## Educational Background

Flexible but appropriate for a science-based nonprofit.

## Work Culture and Environment

Bio4Climate is a nonprofit “think/do tank” working in a unique area: We are promoting the power of Nature to create and support life. Human civilization has done a lot of damage to Nature. We believe we can actively work with Nature to restore that damage, which includes investing in creating fertile soils, reactivating the healthy water cycles that ameliorate the extremes of weather, and restoring healthy ecosystems that provide habitat for biodiversity as well as shed significant amounts of heat from the earth’s surface to space via evapotranspiration. We are ambitious, work hard, and recognize we are working on an issue which affects us all emotionally.

The organization’s staff is geographically dispersed with frequent virtual team meetings. Our Miyawaki Forest Program involves on the ground projects in the Greater Boston area but also involves coordinating with remote staff and stakeholders, and educating and consulting with communities and groups across the country. Requires self-starters who are able to manage their own workflow and meet deadlines and goals.

## Compensation and Application

This position is currently posted as part time, 20 hours per week at \$18/hr. It may be expanded to a full time position by the end of the year.

Please send a cover letter, resume and LinkedIn Profile to [careers@bio4climate.org](mailto:careers@bio4climate.org). Applications will be reviewed in the order they are received. Please apply by March 24, 2024.

Biodiversity for a Livable Climate is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.