



Job Title: Forestry Coordinator – Community Engagement and Stewardship
Hours: 35 hours per week

Organization Description:

Forêt Capitale Forest is a non-profit organization committed to enriching Ottawa's community, environment, and city landscape by promoting responsible land stewardship and tree planting. We are a group of experienced foresters and community leaders with an active, adaptive afforestation management and stewardship plan that aims to enrich biodiversity and maximize the provisioning of ecosystem services. We have launched a full, scalable lifecycle program around the establishment of new forested areas, tailored to Ottawa. Our afforestation plan is based on community participation, education, and building a collaborative network across the city of landowners, community members, and other environmentally focused organizations. Our vision aligns with the National Capital Commission's Forest Master Plan, Ottawa's Urban Forest Master Plan, and Canada's plan to plant 2 billion trees by 2030.

We are seeking to expand our passionate and knowledgeable team. We are growing and our plans for 2024 are expanding. We need motivated, bright, problem solvers and multi-taskers to join us.

Role Description:

You will learn how small non-profit environmental organizations work day-to-day, how to plan and lead community events, be responsible for community education and engagement with our 250 volunteers that are stewards at planting sites in the National Capital Region. This position will include physical aspects of afforestation and silviculture and will involve outdoor work and site visits. In this role, you will assist in:

- Outdoor, manual work maintaining our various tree planting sites.
- Planning, hosting, and coordinating tree planting events with a fun and educational approach.
- Support the Field Data Technician in record keeping of planting events and afforestation sites.
- Manage the volunteer list, coordinate volunteer activities and requests from the community to tour our Base of Operations

- Lead external communications (including social media and content creation)
- Coordinate and support fundraising events and campaigns.

Requested Skills:

- Bilingual (English and French)
- Enrolled or graduated from a university or college program related to: Environmental Studies/Sciences, Business Management, Resource Management, Sylviculture, Communications, or other related fields
- Live in Ottawa; access to a car is an asset.
- Strong skills in organization, social media, communications, and multi-tasking
- Experience with fundraising, record keeping.
- Familiarity with Google Workspace.
- Familiarity with Hubspot/CRM is an asset.

Though this is typically a Monday to Friday job, some evening and weekend work will be required. Some field work will be required at the Just Food farm located in Blackburn Hamlet and at tree planting sites across the National Capital Region, which includes Gatineau.

This job is subsidized, and eligible participants must be 30 years of age or under and Canadian residents in order to apply. Forêt Capitale Forest is committed to Equity, Diversity and Inclusion. Proven ability to work successfully with communities of diverse backgrounds is an asset.

Interested candidates should send a cover letter and resume to Shelley Crabtree, Executive Director, shelley.crabtree@foretcapitaleforest.ca by **April 16, 2024**.