



Urban Forestry Intern Part-time Position – 2017

Description: The Urban Forestry Intern's primary responsibility will be to support a tree planting project in Denver's Westwood neighborhood as part of a broader green infrastructure initiative. This internship is housed within The Park People's *Denver Digs Trees* program, and the project is a partnership of multiple organizations, including Trust for Public Land, the City of Denver's Office of the City Forester, Groundwork Denver, Westwood Unidos, the University of Colorado's Community Engagement, Design and Research Center, and other organizations. Tasks will include: neighborhood outreach, educational program support, development and production of program materials, volunteer coordination, data management, tree siting and planting, communications with neighborhood residents, and supervision and guidance of youth planting crews. The intern may also be involved in assisting with other tasks as needed. The Urban Forestry Intern will work closely with the Program Manager and will also represent The Park People independently and serve in supervisory roles as well. Thus, a friendly, professional demeanor and excellent communication skills are critical. Strong attention to detail as well as the ability to multi-task and manage time efficiently are also required.

Hours/Salary: This is a temporary position funded from July 5, 2017 through November 3, 2017. The per-week hourly commitment will average roughly 20hrs/week, but hours worked per week may vary and will be discussed in advance with the supervisor. Availability on some weekends is required.

The selected applicant will earn \$6,375.00 over the course of the position and will develop knowledge and skills in the areas of: urban forestry, community engagement, project coordination, volunteer management, and work in a nonprofit setting and with partnering organizations. This internship will provide valuable experience for someone interested in environment, sustainability, community-based work, volunteer management, youth education, and working in the nonprofit sector.

Required Skills:

- Bachelor's degree (or equivalent experience)
- Strong speaking, writing, and interpersonal skills
- Excellent organizational skills, detail orientation, ability to multi-task
- Proven ability to work independently and as part of a team, exceptional communication skills
- Demonstrated professional behavior
- Proficiency in Microsoft Word and Excel
- Ability to work with a diverse group of people
- Basic understanding of environmental and park issues
- Willingness and ability to travel to Park People office and to meetings, workshops, and residential neighborhoods throughout the City of Denver
- Valid driver's license and safe driving record
- Ability to lift 50 lbs

Desired Skills:

- Ability to write and speak Spanish strongly desired
- Master's degree
- Background in urban forestry, an environmental field, youth education, and/or community engagement
- Experience working with young people
- Sense of humor and flexibility
- Experience with Microsoft Access
- Art/design and computer graphics skills

Contact Information: Visit www.TheParkPeople.org for more information about The Park People. Send resume and cover letter to Leah Shafer, Program Manager by June 12th: Leah@TheParkPeople.org.