

POSITION ANNOUNCEMENT

File Reference: 2022-19

Position Title: Urban and Community Forestry Program Specialist

Location: Grand Junction, Colorado

Salary: \$50,000 - \$55,000, commensurate with experience

Employment Status: This full-time, regular appointment will be a Colorado State University Administrative Professional employee.

Closing Date: Applications will be accepted until the position is filled; however, applicants should submit all application materials by 11:59pm on October 31, 2022 for full consideration.

The UCF Program Specialist is responsible for professional functions and technical expertise supporting field areas and offices in delivering urban and community forestry programs throughout Colorado's Western Slope. This geography includes landscapes and communities in the agency's Northwest and Southwest Areas.

On-going programs include assisting with community forestry projects (tree planting, inventory, canopy assessment, risk assessment, etc.), conducting training workshops with professionals and community members, meeting with city councils and county governments as an advocate for community forestry, coordinating and participating in regional and national community forestry forums, attending and speaking at conferences, contract administration with consultants, assisting the Colorado Tree Coalition, and administering Arbor Day Foundation recognition programs. This position supports key working relationships with federal, state, college, municipal, and nonprofit partners. Some examples are the United States Forest Service, CSU Extension, Colorado Parks & Wildlife, and the International Society of Arboriculture.

This position requires proficiency in skills program delivery including but not limited to: recording accomplishments, completing required reports, meeting deadlines, managing grants and budgets, and supporting field operations. The UCF Program Specialist needs to be proactive in program development; assist others in program accomplishment and communications; forecast program needs; be aware of significant changes in relevant research and best practices; and effectively share new knowledge and information with staff, partners, and cooperators. The UCF Program Specialist will serve as a CSFS representative and advocate for forest management and change consistent with our mission and strategic priorities.

Daily activities include: assisting field offices with program implementation and coordination, maintaining relationships with key partners, conducting training workshops, writing and administering grants and contracts, providing direction to arboriculture and urban forestry professionals, and assisting the UCF Program Manager and Communications and Communities Associate Director with other special projects as they arise. CSU is an EO/EA/AA employer and conducts background checks on all final candidates.

To apply and see full position announcement, please visit: <https://csfs.colostate.edu/employment/>