



PHILADELPHIA PARKS & RECREATION

Department: Philadelphia Parks & Recreation
Division: Urban Forestry
Title: TreePhilly Program Intern
Type: Seasonal, 9-Month
Salary/Hours: \$15/hour, 37.5 hours/week

Philadelphia Parks & Recreation's TreePhilly Program promotes Philadelphia's urban forest and provides residents with the resources they need to plant and care for trees in their own yards and in public spaces. Since 2011, TreePhilly has distributed 15,500 free yard trees to Philadelphia property owners through the Yard Tree Giveaway Program. The TreePhilly Program is a partnership with the Fairmount Park Conservancy and TD Bank.

The TreePhilly Program seeks a seasonal Intern to support existing tree planting and giveaway projects and to develop new ideas to promote tree planting and maintenance in Philadelphia. The position requires an energetic and organized person who can work independently as well as collaboratively with the TreePhilly Program Manager. The Intern position will begin on Wed. March 1st, 2017 and end on Thurs. November 30th, 2017 and will have a flexible schedule that includes evening and weekend work, both in and out of the office. This position reports directly to the TreePhilly Program Manager.

Responsibilities:

- Assist in the planning and staffing of Yard Tree Giveaway events in the spring and fall;
- Coordinate the Community Yard Tree Giveaway Grant program, including but not limited to leading trainings; scheduling and staffing events, collecting completed grant materials, and distributing grant awards;
- Contribute to and help maintain TreePhilly website and social media accounts;
- Answer phone calls and emails from Philadelphia residents related to TreePhilly programs and city tree planting processes;
- Attend community meetings and events to promote TreePhilly programs;
- Develop new programming and outreach materials to promote tree planting in under-represented communities;
- Collaborate with partner organizations to increase public interest in the urban tree canopy;
- Data entry and best practices research.

Qualifications:

- Resident of the City of Philadelphia;
- Bachelor's degree in forestry, horticulture, plant science or related field, or equivalent experience;
- Minimum of 1 year experience in community organizing;
- Experience with volunteer organizing and event planning;
- Excellent oral and written communication skills;
- Knowledge of Microsoft Office programs, especially Microsoft Excel;
- Ability to lift 50 lbs and work outside in adverse conditions; and
- Preferred: Familiarity with the City of Philadelphia and its neighborhoods.

Please send resume and cover letter by February 10th, 2017 to:

Erica Smith Fichman, TreePhilly Program Manager
One Parkway Building, 10th Floor
1515 Arch St.
Philadelphia, PA 19102
erica.smith@phila.gov
(215) 683 0217