



(608) 609-1005
www.urbantreealliance.org
info@urbantreealliance.org

Urban Forestry Program Assistant

The Urban Tree Alliance, an Urban Forestry Non-Profit Organization based in Madison, WI, is seeking to hire an Urban Forestry Program Assistant to support tree care, tree planting, and community outreach activities. UTA is a fast-growing, forward-thinking, supportive place to work. We seek to provide stable, well-paying, employment in an environment that promotes safe-working practices and encourages staff creativity and passion.

This position is a great opportunity for candidates who enjoy the challenge and excitement of production tree care, but also wish to pursue other aspects of arboriculture and urban forestry. The role of the Urban Forestry Program Assistant will be split between tree care operations—pruning, planting, and removing trees—and various community outreach programs currently underway and in development.

Duties and Responsibilities:

- 75% Tree Care Operations: Assist other arborists in pruning, removing, and planting trees. Including: operating heavy equipment; moving debris; digging planting holes; and using ropes, pulleys, and friction devices to lower tree limbs. This position does not require knowledge of tree climbing practices, but candidates with those skills are encouraged to apply.
- 25% Community Outreach Programs: Support and facilitate various community outreach programs currently being run by the Urban Tree Alliance. These include the Madison Canopy Project, Madison Area Tree Map, community tree inventories, urban wood utilization projects, education programs, and volunteer tree care activities. Duties will include: communications with community members, visiting planting sites, developing informational material, and attending community meetings. Flexibility exists for staff to pursue areas of personal interest within the Urban Tree Alliance's mission.

Qualification Requirements:

1. A passion for urban forestry and desire to expand knowledge of arboricultural practices.
2. A minimum of 2 years of experience in the tree care industry and/or formal education in urban forestry, forestry, landscape architecture, botany, or a related field.



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3. Proficient written and verbal communication skills.
4. Ability to work independently and be self-motivated.
5. Physical ability to perform demanding work in varying weather conditions. Including lifting heavy items and walking in uneven terrain.
6. Valid Driver's License

Preferred Qualifications:

1. Experience coordinating community groups; teaching youth or adult classes related to urban forestry; and/or coordinating volunteer groups.
2. Familiarity with the Madison area; local businesses, community groups, and non-profits.
3. Experience supervising or managing staff.
4. Current Wisconsin state pesticide applicator's license.

Compensation:

This is a full-time, year-round, salaried position. Salary and benefits will be based on experience and skills and will be competitive with industry standard wages.

To Apply: Send a cover letter and resume to info@urbantreealliance.org.

Applications Due March 24th