Title: Neighborhood Outreach & Crew Leader Intern (Winter, Spring, or Summer terms)

Who We Are Looking For: Friends of Trees is seeking a enthusiastic student who is interested in an internship to encourage and facilitate neighborhood planting events in low-canopy, low-income Eugene and Springfield neighborhoods. The intern will also serve as a Crew Leader to lead and teach other volunteers how to plant trees at one or two Saturday neighborhood planting event per month during planting season (Nov – Apr). This individual will be supervised and supported by Friends of Trees Eugene director and staff.

Hours and Compensation: 10 or more hours per week, fairly flexible. Saturday morning and week night hours will be required for neighborhood planting events and meetings. Not compensated, but interns will gain inside working knowledge of a nonprofit organization, an expanded network of job contacts in Eugene, build a leadership and environmental skill set, learn how to plant trees correctly, and satisfy academic credit requirements.

Qualifications:

- Have strong communication skills
- Be well organized with excellent time management and personal planning skills
- Skilled in collaboration and teamwork
- Be comfortable working on the phone, talking to people in the community, and public speaking
- Be comfortable canvassing door-to-door and working outdoors
- Have a positive, flexible attitude and sense of humor
- Interest in sustainability & community-building efforts
- Have excellent customer service skills
- Sales experience helpful, especially face-to-face and/or phone sales
- Able to commute to Eugene and Springfield neighborhoods, a personal vehicle is ideal
- Knowledgeable of trees and gardening (useful, but not required)
- Interest or experience using GIS (helpful, but not required)
Description of Duties: Friends of Trees would like to build on past efforts to connect the University of Oregon community with our neighborhood tree planting efforts. Several low canopy neighborhoods in Eugene and Springfield have great potential for planting trees and for community involvement, but have traditionally been underserved. This individual will encourage homeowners in all these neighborhoods to purchase trees at discounted rates, follow-up with neighbors regarding tree choices, coordinate site logistics and planting day details. Public outreach is an important component of this position and could include presentations to and communication with businesses, homeowners, neighborhood associations, business associations, schools, places of worship, and other non-profits in a variety of venues. Canvassing door-to-door and making phone calls to homeowners and prospective tree purchasers will also be required. This individual will lead outreach and planting efforts in these neighborhoods in conjunction with Friends of Trees staff and other volunteers. This portion of the internship will constitute about 50% of available time.

Crew leaders are one of our most important volunteer roles as they help teach our volunteers how to plant trees and work together as a team. Crew leaders attend a November training to learn how to plant trees and how to guide volunteers at planting events. This position is critical to the success of a planting event and this individual will be expected to attend our November Crew Leader training and attend one Saturday morning plantings per month (Nov – Apr). Crew Leaders work in pairs and typically plant about 10 trees on planting day with 6-12 volunteers. The events are Saturday mornings from 8:00am – 1:00pm. This portion of the internship will constitute about 50% of available time.

To Apply: Send a letter of interest and resume to erikb@friendsoftrees.org. In your letter of interest, please describe how you meet the desired knowledge, skills, and abilities, and let us know when you would be able to start work.

Background: Friends of Trees is a nonprofit that brings people together in the Eugene-Springfield and Portland-Vancouver metro areas to plant and care for city trees and green spaces. Friends of Trees has planted more than 500,000 trees and native plants over the past 24 years. Our web site is: www.FriendsOfTrees.org.