

**Position Description**

Job Title:	Arboriculture Community Workforce Development Trainer	Hours:	40 hour per week
Level/Salary Range:	\$60,000 to \$70,000	Reports To:	Director of Environmental Justice
Length of Contract:	This is a 2 year grant funded position, contingent on future funding.		
Close Date: Aug 15, 2024 or until filled Please send a cover letter and resume to <a href="mailto:info@unlimitedpotentialaz.org">info@unlimitedpotentialaz.org</a> . Email questions to <a href="mailto:ttrahan@unlimitedpotentialaz.org">ttrahan@unlimitedpotentialaz.org</a> .			

Job Description: Unlimited Potential is a community- based partner on ASU’s Walton Sustainability Solutions Service grant with the US Forest Service to grow the tree and shade canopy in metro Phoenix while also growing an urban forestry industry through community-industry partnerships.

The Arboriculture Community Workforce Trainer will develop and implement an industry recognized, culturally and socially relevant, Arborist curriculum within Unlimited Potential’s Adult Education training programs. The trainer will utilize a train-the-trainer model in order to build capacity and continue the program after the initial grant ends.

Greater Phoenix Urban Forestry Accelerator is a Justice-40 initiative to be implemented in collaboration with 5 community-based organizations, 4 municipalities, 3 industry partners, 3 national organizations, and 3 ASU departments.

**Role and Responsibilities**

- Develop desert-adapted bilingual arboriculture curriculum (training materials, course work, workshops) with a social and cultural perspective.
- Co-develop best practices for the technical and safety components (tree planting, tree care, tree maintenance, tree removal) of the arboriculture curriculum with ASU and other industry partners.
- Implement a train-the- trainer model within Unlimited Potential to build organizational capacity post grant.
- Support partners in the development and maintenance of processes and practices for workforce development, recruitment selection, enrollment, assessment and placement.
- Partner with Unlimited Potentials Adult Education program to identify training opportunities, career pathways, and potential barriers for current and future students, and integration of the new arborist workforce development program.
- Partner with Unlimited Potential Community Health Workers (CHW) to incorporate environmental justice, public health and safety, and land and water conservation into the curriculum.
- Inform the development of informative and engaging content to recruit participants through communication channels.

- Provide guidance, mentorship, and support to cohort members.
- Collaborate with grant partners, community leaders and residents, to promote participation in urban forestry career pathways.

#### Qualification and Education Requirements

- Ideal candidate has a minimum of 3 years of full-time experience in arboriculture or a combination of education and practical arboricultural experience. Arboriculture competency is demonstrated through study (arboriculture, horticulture or environmental science), teaching experience, professional experience, or through licensing or certification (Arizona Landscape Contractors Association, the International Society of Arboriculture, or the Association of Professional Landscape Designers).
- Must be willing and able to gain arborist certification within 1 year of employment.
- Experience with arboriculture training and supervision, coaching and mentoring, or related experiences,
- Able to prepare, organize, and deliver instruction effectively to a group or team learning a new skill or topic.
- Bilingual Fluency (English & Spanish).
- Able to work in a cross-functional role and excited to support urban forestry.
- Excellent communication and problem solving skills.
- Strong organizational and time-management skills.
- Able to work independently, prioritize projects and tasks, and be an effective team member.
- Ability to work in the evening and/or Saturdays if needed for training.
- Familiar with data collection to support project outcomes and learners experiences.

#### Preferred Skills

- Multicultural experience is appreciated.
- Familiar with Google Workspace Platform Suite or MS Office Suite: Word, Excel, PowerPoint.

#### Working Environment

- Some activities are performed in a regular, climate-controlled office setting subject to extended periods of sitting, standing, walking. Visual acuity and manual dexterity associated with daily use of desktop computers; bending, stooping, reaching and lifting up to 20 pounds.
- Some activities may require long periods of exposure to external elements indigenous to a desert environment, weather, potential exposure to venomous insects, insecticides, herbicides and fertilizers.
- Required to operate a variety of landscaping equipment, tools and machines requiring extended periods of walking over uneven and occasionally rocky surfaces, stooping, bending, reaching, lifting and pushing objects of varying weights
- Regular use of mowers, trimmers, edgers, shears, spreaders, hoses, hand and power tools/machines. May require the use of hearing protection and other Personal Protective Equipment.

### Benefits

Unlimited Potential offers a benefit package for employees and their families which includes health, dental and vision options.

Paid time off is based on the number of hours worked and the years of service; starting with up to 13 days paid time off in the first year of service. Employees are paid for up to 14 holidays.

#### Funding acknowledgement:

Funding for this project was provided by the Inflation Reduction Act and the USDA Forest Service, Urban and Community Forestry Program in partnership with Arizona State University.

#### USDA / USFS Statement of Affiliation:

This position is made possible through a Justice-40 grant from the USDA Forest Service. The Greater Phoenix Urban Forestry Accelerator is conducted in cooperation with the USDA Forest Service.

#### Non-discrimination:

Unlimited Potential and Arizona State University are equal opportunity providers.

#### USDA / USFS Non-Discrimination Statement:

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.) Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800)877-8339. To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.ocio.usda.gov/document/ad-3027>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410; or (2) Fax: (833) 256-1665 or (202) 690-7442; or (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).