

JOB ANNOUNCEMENT

OCTOBER 2017

JOB TITLE: Program Assistant, Design & Advocacy

JOB SUMMARY

Casey Trees' mission is to "restore, enhance and protect the tree canopy of the nation's capital." Casey Trees is looking for a motivated individual to work with its Design & Advocacy department to create, promote and implement tree-related advocacy initiatives citywide.

The ideal candidate is experienced, enthusiastic and highly motivated. S/he should have experience designing illustrative graphics, presentations, and/or publications; excellent organizational and research skills; superior oral and written communication abilities, and be comfortable working with others and independently. The candidate must be able to meet deadlines and communicate project status with supervisors. A strong attention to detail is required.

PRIMARY RESPONSIBILITIES

- Produce high quality illustrative graphics and layout for presentations, publications, and training materials to help explain tree-related concepts, design, policy and advocacy techniques
- Engage with policymakers in person and in writing
- Research and track information about planning and development projects citywide
- Assist in drafting public comments on developments or policies that impact DC's tree canopy
- Assist with planning and preparation for events, meetings and hearings
- Other responsibilities to be assigned, as needed

REQUIRED QUALIFICATIONS

- A demonstrated interest in urban forestry, sustainability, ecology, advocacy, community health, or access to nature.
- Proficiency with Adobe Creative Suite (Illustrator, InDesign, Photoshop)
- Proficiency with Microsoft Office, including Outlook, Word, Excel, and PowerPoint

CONTINUE TO NEXT PAGE



3030 12th Street NE · W DC 20017
202.833.4010 · f 202.833.4092 · caseytrees.org

PREFERRED QUALIFICATIONS

- Field of study in design, urban planning, environmental studies, environmental policy, political science, public policy, or related field
- Experience using the ArcGIS Desktop and StoryMaps

POSITION DURATION AND COMPENSATION

- This is a part-time position 24-35 hours per week
- Start date is Monday, December 4
- Pay is \$20/hour

TO APPLY

Email all of the following items to Maisie Hughes, Director of Design & Advocacy, at advocacy@caseytrees.org with “Program Assistant, Design & Advocacy” in the subject line of the email. Please refrain from sending your application to additional email addresses.

- Cover letter
- Résumé
- Writing sample
- Link(s) to website, portfolio, or sample of graphic design work
- Available start date
- Phone and email contact information for three references

APPLICATIONS ARE DUE BY FRIDAY, NOVEMBER 10, 2017.

Casey Trees is an Equal Opportunity Employer.