

## Job Announcement | Sustainable Development Associate



<b>Date</b> January, 2019	<b>Department</b> Science & Policy	<b>Location</b> Washington, D.C.
<b>Classification</b> Full-Time, Exempt	<b>Employment Terms</b> At Will	<b>Reports to</b> Director of Science & Policy

### Summary

The Sustainable Development Associate (SDA) is a member of the Science & Policy (S&P) team, engaging both internal and external stakeholders to ensure positive development outcomes in a variety of ways. The incumbent actively advocates for, and assists in, the attainment of Casey Trees' mission, motto and tree canopy goal.

### Essential Functions

- Leverages existing, and creates new relationships with key stakeholders including developers, landholders, community members, policymakers, environmental partners, and others
- Advocates for tree canopy protection and expansion at various public meetings
- Trains both internal and external stakeholders at various workshops and events
- Maintains data/records on programs, events, and constituents as required
- Writes and publicizes e-print materials including newsletters, blogs, advocacy actions, etc.
- Tracks and reviews plans and projects to ensure a higher level of tree canopy post-construction
- Works with research staff and volunteers to conduct tree inventories of development sites
- Develops public comments to encourage tree planting and protection
- Uses ArcGIS to analyze existing tree canopy, tree canopy loss, and potential tree canopy cover
- Delivers tree advocacy training workshops for volunteer tree advocates
- Represents Casey Trees at meetings, hearings, and on committees, advisory teams and working groups
- Develops/disseminates information on green infrastructure and low impact development best management practices featuring large canopy trees
- Creates/delivers S&P briefing materials as needed

### Secondary Responsibilities

- Performs other duties as assigned

### Competencies

- Legislative frameworks
- Knowledge of smart growth
- Project management
- Problem solving/analysis
- Decision making
- Public speaking
- Time management

### Position Type/Expected Hours of Work

This is a full-time position. The incumbent must be able and willing to work evenings, weekends, and extended hours as required.

### Compensation/Benefits

Competitive salary with excellent benefits including health, dental, vision, paid holidays, and paid time off.

### Travel

Travel is primarily local, although some out of the area travel and overnights may be expected.

### **Required Qualifications**

- Bachelor's degree in urban planning, environmental science, environmental policy, landscape architecture, landscape design or related field
- Two to three years of program development experience
- Excellent time management and project management; meets deadlines independently
- Thoughtful, organized, highly collaborative with attention to detail
- Demonstrated success working in a team environment; both internally and externally
- Excellent written and verbal communication, organizational and interpersonal skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Working knowledge of the ESRI suite
- Valid driver's license, clean driving record, willingness to sign CT's driving policy

### **Preferred Qualifications**

- Proficiency in GIS and Salesforce
- Familiarity with Adobe Illustrator, Photoshop, and/or InDesign

### **What you will need to apply**

Please enter **Sustainable Development Associate** in the subject line of your message and email the following items to the Human Resources Generalist at [jobs@caseytrees.org](mailto:jobs@caseytrees.org):

- Résumé (if applicable)
- Available start date
- Salary requirements
- Contact information for three references

**No telephone calls, please.** Final candidates will be subject to a background check at time of conditional offer.

### **Equal Employment Opportunity Policy**

Casey Trees is proud to be an Equal Opportunity Employer.

### **Who We Are**

Casey Trees is a Washington D.C.-based nonprofit, established in 2002, committed to restoring, enhancing and protecting the tree canopy of the nation's capital. To fulfill this mission, we plant trees, engage thousands of volunteers in tree planting and care, provide year-round education courses, monitor the city's tree canopy, develop interactive online tree tools and work with elected officials, developers, and community groups to protect and care for existing trees and to encourage the addition of new ones.