

**Position Title:** Community Forestry Program Assistant  
**Contract type:** Full time (8-month or 10-month contract)  
**Hours:** 35 hours per week  
**Start Date:** May 1st 2025 (Flexible)  
**Location:** Ottawa, Ontario  
**Host company:** Forêt Capitale Forest ([www.foretcapitaleforest.ca](http://www.foretcapitaleforest.ca))

**The availability of this position is pending confirmation of funding.** Employment is conditional upon the successful acquisition of these resources.

Interested candidates should send a cover letter and resume to [shelley.crabtree@foretcapitaleforest.ca](mailto:shelley.crabtree@foretcapitaleforest.ca). References will be requested for selected candidates.

**Organization Description:**

Forêt Capitale Forest is a non-profit organization committed to enriching Ottawa's community, environment, and city landscape by promoting responsible land stewardship and tree planting. We are a group of experienced forestry experts and community leaders with an active, adaptive afforestation management and stewardship plan that aims to enhance biodiversity and ecosystem services. We have launched a full, scalable lifecycle program around the establishment of new forested areas, tailored to Ottawa. Our afforestation plan is based on community participation, education, and building a collaborative network across the city of landowners, community members, and other environmentally focused organizations. Our vision aligns with the National Capital Commission's Forest Strategy, Ottawa's Urban Forest Management Plan, and Canada's plan to plant 2 billion trees by 2030.

We are a small organization looking for support with our daily operations. We have multiple projects lined up and are looking for a passionate and dedicated person to support our planting program this year by providing care for trees at our Base of Operations.

**Role Description:**

This position will include physical aspects of afforestation and silviculture and will involve outdoor work caring for trees and our demonstration sites at our Base of Operations.

It is estimated that  $\geq 80\%$  of time will be spent:

- Providing care to trees in our tree nursery before they are sent to projects (watering, weeding, repotting, mulching, etc.)
- Assessing tree stock for signs of stress, disease, or pests, and intervening where necessary (training to be provided)
- Keep an inventory of available tree stock and update our working database
- Loading and unloading deliveries of tree stock
- Organize and label trees by associated project
- Prepare site and remaining tree stock for winter
- Organize trees by project prior to delivery
- Maintain the grounds at our Base of Operations including a walking path, demonstration plots, and future planting sites by weeding (manually and with a weedwhacker) and mulching

About ≤ 20% of time will be spread across the following activities:

- Supporting and leading volunteer tree care events and tours to increase engagement and mobilize labour (both on and off-site of our Base of Operations)
- Provide support to tree planting events by demonstrating good tree planting techniques and showing others how to do this while having fun
- Providing support in project management or grant writing, as required

Though work hours will typically fall Monday-Friday, occasional weekend work may be required for planting events. This is primarily a field-work position but some remote work may be required.

### **Eligibility Requirements**

The ideal candidate is:

- A strong leader and communicator
- Adaptable to change and capable of communicating new ideas effectively
- Able to prioritize with multiple demands and deadlines
- Willing to work outdoors in a wide range of environmental conditions (ie. heat, rain, on rough terrain, etc.)
- Able and willing to commute to our Base of Operations at the Just Food Community Farm (accessible via personal transportation or public transit) on a daily basis

The following eligibility requirements provided by the external funder must also be met by the candidate:

- Between the ages of 18-30 years
- A Canadian citizen, permanent resident, or persons whom refugee protection has been converted under the Immigration and Refugee Act
- Legally entitled to work in Canada in accordance with relevant federal and provincial legislation

### **Assets**

The following skills or characteristics are beneficial, but not required or expected:

- Bilingualism (English and French)
- Graduated from a post-secondary program in silviculture, environmental science, horticulture, or equivalent
- Demonstrated experience working or volunteering outdoors or in the field of horticulture
- Prior knowledge of tree species and habitat requirements
- An interest in learning more about urban forestry and silviculture and sharing knowledge with the team
- Comfortable operating machinery such as string trimmers, mowers, and hand tools
- Prior experience operating a small tractor (training can be provided)
- Handiwork skills/experience
- First Aid Certified
- Knowledge of Occupational Health and Safety Practices
- Proven ability to work successfully with communities of diverse backgrounds

Forêt Capitale Forest is committed to Equity, Diversity and Inclusion. We encourage all interested candidates to apply for this position even if they do not feel they meet every requirement. If applicable, candidates are encouraged to self-identify as BIPOC (Black, Indigenous, People of Colour).