Status: Open (Aug 22) until filled, start date Oct. 1

Description: part-time position, non-benefited, up to a 40-hour work week

Work Schedule: Mon-Fri 7:30am-4:30pm

Apply: https://www.cheyennecity.org/Your-Government/Departments/Human-Resources/Job-Announcements

Background: This is a new position, split between Cheyenne Urban Forestry Division and Rooted in Cheyenne. Urban Forestry is charged with maintaining approximately 15,000 city-owned trees, including trees in parks, golf courses, cemeteries, along the greenway and on city properties. Rooted in Cheyenne is a non-profit neighborhood tree planting program created in 2017 and is run by a volunteer Board with assistance from Urban Forestry. Rooted in Cheyenne has planted over 1,000 trees and has strived to improve tree planting standards and tree care across the community.

Job Summary: Provide outreach to citizens and the green industry related to forestry best practices and assist with developing educational resources in response to the demand from the public. Provide Emerald Ash Borer outreach and education and assist with components of the City’s EAB plan. Assist with coordination of the Rooted in Cheyenne neighborhood tree planting program and help coordinate meetings, media events, fundraising, planting events and recruit and direct volunteers to assist.

Work Environment: Indoor and outdoor working environment. Typically, will be working in an office setting with some outdoor work to include working in parks and at other City properties and along streets and in public rights-of-way.

Qualifications: Two years of college or university course work or equivalent work experience to enhance the job skills for this position and experience independently managing different programs/projects simultaneously.

Selection Process: Application and resume review, personal interview, reference checks, criminal background check and substance screening.

Application Process: A City application (required) and resume (encouraged) must be completed online at: https://www.cheyennecity.org/Your-Government/Departments/Human-Resources/Job-Announcements For more information call (307) 637-6428.

The City of Cheyenne, Wyoming is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.