

Our City Forest

Urban Forest and Community Development

General Information

- Organization/Agency: **Our City Forest**
- Supervisor/Sponsor: **Nancy Solorio**
- Title: **Program Manager**
- Email: **Nancy@ourcityforest.org**
- Address: **646 N. King Rd, San Jose**
- Website: **ourcityforest.org**
- # of Interns/Hours Needed: **4 Interns needed, 10 hours per intern**
- Quarters Needed: **Fall 4, Winter 4, Spring 4, Summer 4**

Keep on file for one year



About Us

Our City Forest (OCF) is an award - winning environmental nonprofit supporting South Bay neighborhoods, schools, businesses, agencies and parks with a variety of greening projects. In addition to providing resources and technical assistance for planting and caring for trees, OCF runs a cultivation nursery and an Americorps service and job training program. Its mission is to cultivate a green and healthy Silicon Valley by engaging community members in the appreciation, protection, growth and maintenance of our urban ecosystem, especially its urban forest.

Position Description

Our City Forest environmental interns gain valuable training in urban forestry skills and community outreach. University credits may be available - check with university for more details and requirements. Responsibilities and tasks vary depending on the applicant's interests, availability, and experience. In addition, program needs change seasonally. Training is provided. Tasks may include:

- Providing tree care activities in neighborhoods such as watering trees or removing stakes.
- Conducting community outreach, including flyering.
- Assisting the Community Nursery by helping residents or watering nursery trees and plants.
- Helping with data entry or providing other administrative support.
- Assisting in planting trees for seniors or people with disabilities.

Requirements

- Must be enrolled in a university or in a gap year; minimum age: 18
- Interest in affecting change through community organizing
- Ability to work well with diverse groups of people
- Strong written & oral communication skills
- Local, bay area applicants only

This position is unpaid and housing is not available.

To Apply

Please email **resume** and **cover letter** to **intern@ourcityforest.org**. Answer the following questions in your letter:

1) Explain why you are interested in becoming an intern at Our City Forest.

2) Let us know your availability (Monday through Saturdays) AND how many months (or hours) you can commit to this internship.

3) Choose between 1 -3 teams from below and share any relevant experience and/or interest you have in our programs:

- **Tree Care** - help with watering young trees around San José with a small team; remove stakes; record data
- **GIS** - help with databasing records & mapping planting locations (must have GIS experience)

We Believe in the **POWER OF TREES** to transform homes, communities and cities.

- **Nursery** - help with watering young plants, customer service, construction projects and other best management practices
- **Law n Busters** - help with maintenance routes and lawn conversion projects
- **Outreach** - help get plantings organized in neighborhoods; spread the word about Our City Forest's services at events and through flyering
- OCF Urban Forest Education Center @ **Martial Cottle Park** - help with site maintenance including watering, weeding, and welcoming visitors
- **Office Administration** - help with filing paperwork , phones and emails, databasing, and staff support

We Believe in the **POWER OF PEOPLE** to help us achieve this needed transformation.