**Job Description: Urban Ecosystem Manager**

**Position Title**: Urban Ecosystem Manager
**Reports To**: Grant Coordinator & County Administrator
**Supervises**: May result in a supervisory role
**Status**: Full-time, salaried, temporary, FLSA exempt
**Salary**: $50,000\*
**Benefits**: Health, life, dental, and vision insurance, pension
**Start Date**: Within two weeks of offer

\*This is a 4-year position Funded by the Inflation Reduction Act and U.S. Department of Agriculture, Forest Service, Urban & Community Forestry Program. Continuation is contingent upon acquiring other funding sources.

**Public Service Loan Forgiveness**: Eligible for loan forgiveness under the Public Service Loan Forgiveness program. More information at studentaid.gov.

**Summary and Purpose**

The Urban Ecosystem Manager will support the planning, planting, maintenance, and management of publicly owned trees and green spaces in six neighborhoods within Wheeling. This role contributes to the West Virginia Division of Forestry’s mission to restore, manage, and protect WV’s trees and forests.

**Responsibilities and Essential Functions**

**Equity & Environmental Justice**

* Ensure equitable distribution of grant funding and resources with the goal of environmental justice and equity.
* Propose and implement sustainable and equitable program changes.

**Communication & Community Relations**

* Perform public relations duties, including staffing booths and presenting to groups.
* Share project progress through presentations and written communication.
* Build relationships with organizations to promote greenspace investment.

**Community Forestry**

* Coordinate with agencies and partners on projects.
* Monitor general tree health, and organize maintenance.
* Conduct minor arboricultural activities and provide technical assistance.
* Manage contracts for major arboricultural activities.
* Maintain tree inventory data and inform future planning needs.
* Provide information to relevant authorities and attend training programs.

**General**

* Attend meetings and handle multiple tasks.
* Independently set goals, manage projects, and document results.

**Position Requirements**

* **Education**: Bachelor’s or Associate degree in forestry, urban forestry, or related field, or equivalent experience. ISA Arborist Certification preferred.
* **Skills**: Ability to work independently and as part of a team, excellent communication (oral and written), attention to detail, and adaptability. **Physical**: Ability to lift 40 pounds, navigate rough terrain, and use arborist tools.
* **Schedule**: Available to work occasional evenings and weekends
* **Other**: Valid driver’s license, reliable vehicle, and active cell phone service. Experience with Excel and Word.

**Special Requirements**

* Within 12 months of hire, candidate must have: ISA Arborist Certification and WV Pesticide Applicator License

**Desired Qualifications**

* Geographic Information Systems GIS experience, experience with nonprofits or local government, and grant management experience.
* ISA Tree Risk Assessment Qualification

**Application**

Interested candidates should submit a letter of introduction and resume to HR@ohiocountywv.gov.

Ohio County and WVU Extension are equal opportunity providers.