JOB POSTING
NATURAL AREAS CONSERVANCY
FOREST IN CITIES FELLOW

ORGANIZATIONAL OVERVIEW

The Natural Areas Conservancy (NAC) was founded in 2012 to advance the care of natural areas for a resilient and healthy New York City. Working in partnership with the New York City Department of Parks and Recreation (NYC Parks), we seek to ensure the high-quality management of NYC's 20,000 acres of forests and wetlands. Our work includes conducting scientific research, restoring natural habitats, developing tools to inform data-driven management, and creating opportunities for the public to experience NYC's abundant nature and diverse ecology. We are poised to increase our scope and reach as a leading urban conservation organization. More information about our work is at https://naturalareasnyc.org/.

POSITION OVERVIEW

The Forests in Cities program was launched in 2017 by the NAC to promote and advance healthy forested natural areas in cities across the United States through science, management, partnerships, and communications. The Forests in Cities Network, formed in 2019, is a coalition of practitioners, scientists, and decision makers that work in urban forested natural areas. The coalition currently includes teams from 12 US cities. This program has three primary goals; 1) to nurture and grow a national network of urban forest managers and researchers, 2) advance urban forest science and practice, and 3) advocate for increased resources and support.

Reporting to the Deputy Director of Conservation Science and working as part of a small team, this role will focus on creating a virtual resource library about science and practice of urban forested natural areas. This role will be responsible for the creation of a virtual information sharing strategy including a curated library of resources that allows Forest in Cities participants and a broader audience to share working documents and practitioners' reports. Working closely with the NAC's National Partnerships Manager, the Forests in Cities Fellow will scope the resources needed, identify virtual platforms, and acquire resources (protocols, literature, tools, data) from the Forest in Cities Network that showcase successful practices, innovative techniques, and high-level summaries of existing data. The Fellow will then organize and summarize the collected resources in order to determine the most suitable user interface for the resource library and oversee the development and launch of the virtual library.

MAIN TASKS INCLUDE:

- Review and identify the approaches and types of resources that land managers, decision makers, and scientists use to inform the protection and care of urban forested natural areas. Based on this review and discussions with the Forests in Cities network develop a survey to solicit information for the resource library and related products.
- Work closely with the National Partnerships Manager to administer a survey that will acquire resources (e.g. data, protocols, literature) from the 12 city network.
- Develop and manage a data storage/filing system for receiving information.
- Assess, analyze, and summarize resources and data to populate the resource library and inform summary statistics describing natural areas and their care across the Forest in Cities Network.
- Propose a platform and format for the resource library. Begin to populate the resource library with case studies and resource links and summaries.

OTHER TASKS

- Work with scientists and Forest in Cities Network to write summary documents for the resource library, white papers for a technical audience, and general audience materials on topics including climate change and forest management practices (silviculture).
- Assist in the planning of virtual and in-person events including webinars, workshops, conferences, and an annual meeting. Tasks include scheduling, creating meeting materials, handling travel and logistics, and tracking outcomes and final products.
- Participate in team strategy calls and network outreach and calls.

PREFERRED QUALIFICATIONS

- Bachelor's degree or higher in Forestry, Environmental Studies, or related field.
- Professional experience in one or more of the following fields: forest assessment, monitoring, management planning, conservation, legal regulations and policies, community engagement and stewardship, environmental justice, climate change policy.
- Experience with working at the intersection of science, policy, decision making including synthesizing scientific articles, technical documents, concepts, protocols or plans for a general audience.
- Experience with user interface design, technology transfer, and functionality of online resources. Knowledge of web design would be valuable but not required.
- Highly organized and detail oriented.
- Ability to work independently and self motivated.
- Excellent writing and communication skills.

TERM

- Full time (35 hr/week) 1-year full time position with the potential for extension dependent on funding.
- Remote work for this position expected through at least January 2021, but likely longer. The NAC has offices located in Manhattan, NY but all staff are currently working remotely due to COVID-19.
- Compensation $50,000 annual salary + benefits – start date is as soon as possible.

To apply for this position please submit a resume, cover letter, and writing sample to jobs@naturalareasnyc.org with the subject line *Forest in Cities Fellow Application* by October 4, 2020.