

# HOUSTON ARBORETUM & NATURE CENTER

## Forestry Natural Resource Specialist Job Description

**Reports To:** Conservation Director

**Employment Status:** Full-time

**Salary:** Full time salary commensurate with experience with excellent benefits

### About the Arboretum

Houston Arboretum & Nature Center is a nonprofit organization whose mission is *to provide education about the natural environment to people of all ages, and to protect and enhance the Arboretum as a haven and sanctuary for native plants and animals*. Located on the western edge of Memorial Park, this 155-acre urban nature sanctuary encourages visitors to slow down and enjoy the natural world. One of the first nature education facilities for children in the state of Texas, the Arboretum proudly welcomes over 11,000 school children and 625,000 visitors annually.

Please visit our website for further information on the history, people, and programs of the Arboretum.  
<http://www.houstonarboretum.org/>

### Job Description

The Arboretum seeks an experienced, well-organized, detail-oriented person for the position of Forestry Natural Resource Specialist. This position will be heavily involved in both the physical and technical management of the site. The Forestry Natural Resource Specialist will be in charge of completing field work and research projects related to conservation and restoration ecology, managing and analyzing GIS data, and working weekly with staff and volunteers to maintain the site – this includes invasive species control, trail maintenance, gardening, and other site duties as needed. The position requires a balance between computer and outdoor work, and can be physically demanding at times.

This is a full-time position, Tuesday-Saturday schedule, with occasional evening meetings and assistance in staff-wide Arboretum events throughout the year.

### Duties and Responsibilities

- Help maintain forest health through arboricultural practices including mulching, watering, pruning, thinning and other forestry practices.
- Identify and assess trees that may be considered hazardous to visitors and facilities.
- Assist with seed collection for forestry plant grow out.
- Manage and/or assist vegetation monitoring projects related to ecological restoration, function and management.
- Collaborate with the Conservation Director and the Conservation staff to identify grounds projects appropriate for volunteer groups and staff.
- Acquire, analyze, and manage site GIS data.
- Assist in maintenance of trails, invasive species removal, herbicide application, seeding/planting, gardening, and other site duties as needed.
- Responsible for the safety and security of volunteers under his/her supervision.
- Assist in the supervision of a summer intern.
- Lead or assist environmental education classes or workshops with assistance from Arboretum Education staff.
- Lead or assist Scout projects.
- Interface with outside contractors hired to complete conservation projects on the grounds.
- Must be able to lift up to 30 pounds and be able to stand and walk for hours at a time.

### Education and Experience

- Bachelor's degree (or equivalent) in Forestry, Ecological Restoration, Conservation or Natural Resource Management is required.

- Working knowledge of plants native to the Gulf Coast Texas Prairie, Pineywoods, and/or Post Oak Savanna ecoregions.
- Ability to work effectively with others in order to build mutual respect.
- Demonstrated ability to work independently.
- Ability to effectively manage projects and project personnel, both volunteer and contract.
- Ability to write reports.
- Ability to define problems, collect data, establish facts, and present viable solutions to the Conservation Director.
- Ability to operate mechanical power tools as needed.
- Proficiency with Word, Excel, PowerPoint, Access, and ArcGIS.
- Ideally would hold, or obtain within one year of start date, and maintain in good standing, an ISA Certified Arborist designation.

**Interested candidates should send the following documents to Stephen Benigno, [sbenigno@houstonarboretum.org](mailto:sbenigno@houstonarboretum.org):**

- A one page resume with work history, education, and any other relevant information
- A one page cover letter explaining why you are interested in and qualified for this opportunity

**Thank you for your interest!**