

**POSITION X2352** National Director, Champion Tree Program

**LOCATION** University of Tennessee, Institute of Agriculture, School of Natural Resources, Knoxville, TN

### **SALARY AND BENEFITS**

Salary is commensurate with training and experience. This is a grant-funded position. Continued employment is contingent upon performance and funding. Benefits include group hospitalization and life insurance; State Employees Retirement; Workers' Compensation; sick and annual leave; numerous University of Tennessee and state benefits programs, including liberal time off for holidays and longevity pay after three years of service; reimbursement for official travel.

### **JOB DESCRIPTION**

The Director of the National Champion Tree Program will oversee managing the National Registry that will house the database for the largest living specimens of America's trees. The goal is to engage the public in forestry activities through multiple platforms through American Forest as the main funding agency for the program.

### **RESPONSIBILITIES**

- Communicate with fifty-one state coordinators and various networks to process and verify nominations.
- Create and develop new ways to expand participation in all aspects of the program.
- Work with state coordinators, arborists, and foresters to maintain the scientific integrity of the program, such as updating the list of eligible species and technical measuring guidelines.
- Manage all users and nomination in the national tree database, ensuring quality and accuracy of data.
- Integrate the national tree network into the American Forests' community to ensure continued growth in the visibility of the program.
- Work with American Forests' corporate development staff to create and expand the number of program participants who are financial supporters of the organization.
- Update content on the National Champion Tree website.
- Publish the National Register of Big Trees, manage the online searchable database for end users and maintain all pages within the big tree section of the website.
- Maintain communication and update any sponsors with the latest news and projects relating to the program.
- Supervise 5 student interns to update database with locations and qualifying values of all inventoried trees, and complete 1 final accomplishment presentation to the Nation.
- Provide direct oversight and coordination of student interns training, planning, logistics, and operations to meet all deliverables.
- Oversee the creation of social media posts and host the website with the updated champion tree database in a geodatabase format.

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 McRose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

## WORKING CONDITIONS:

- General office environment. Light travel is required for events. Most events are local, but some are out-of-state.

## QUALIFICATIONS

### Required:

- Bachelor's Degree
- Organizational Management – Minimum of two years.
- Project Management – Minimum of two years.
- Minimum of two years of experience in coordinating events or programs for an organization.
- Minimum of two years of experience in community outreach, education, environmental sciences, forestry or conservation.
- Excellent verbal, written and computer skills are required, including knowledge of Microsoft Office Suite and Adobe Creative Suite.
- Must have time management skills, the ability to prioritize and handle multiple tasks to meet deadlines.

### Preferred:

- Knowledge of content management systems (e.g. WordPress) is a plus.
- Managed a State Champion Tree Program – Minimum of two years.

## TO APPLY:

Please apply online by clicking this link: [External Applicants](#) [Internal Applicants](#)

Submit a complete application packet which includes the following files in **PDF format**; 1) letter of interest, 2) a resume or curriculum vitae including full contact information of three professional references, 3) and official or unofficial transcripts showing degree(s) conferred.

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