



**American Samoa Community College**  
***Agriculture Community & Natural Resources Division***  
**IN-HOUSE EMPLOYMENT OPPORTUNITY**

**Position Title:** Urban Community Forestry Specialist  
**Employment Status:** Full-Time/12 months (Career Service)

**General Description:**

Under the supervision of the Extension Forestry Program Manager, the Urban Community Forestry Specialist will serve as a liaison between the Forestry Program and communities (schools, villages, landowners, etc.) and will be responsible for communicating, planning, and implementing all Urban Community activities and projects. The employee must demonstrate knowledge and skills in conducting educational instruction activities, establishing management plans, and implementing conservation projects for urban forests, agroforestry, and watersheds.

**Responsibilities and Duties:**

***Administrative***

- Maintain and update files for individual clients and groups, and management plans for UCF clients.
- Assist the Forestry Program Manager with planning the Forestry Advisory Council meetings and recording minutes.
- Must participate in and complete the Arborist certification.
- Facilitate and assist in any educational activities such as ASCC-ACNR tours.
- Work as a team member with other Forestry staff and other Land Grant programs based on the mission and goals of the division.
- Perform other duties as assigned by the Extension Forestry Program Manager.

***Technical***

- Coordinate the Urban Community Forestry projects for the Forestry Program.
- Work with schools, youth groups, village groups, government agencies, forestry clients and farmers in conducting environmental and conservation education, urban and community forestry and soil conservation, vegetable gardens, and traditional crop projects.
- May work independently to drive a vehicle to often-changing forest jobsites, walk on forest slopes, and use their applied-knowledge to complete tasks.
- Perform regeneration plans; conduct inspection and oversight for tree planting, site preparation, erosion control seeding, cone collection, stocking surveys, seedling protection, release-vegetation control, predator control, invasive brush control, and slash piling.
- Travel to forest jobsites in a truck on both highways and on unpaved, narrow, winding, and steep forest roads.
- Requires skilled use of numerous forestry instruments, tools, electronic devices, and field data recorders.
- Requires special safety clothing, physical fitness, hiking often steep forest terrain, and climbing over downed trees while carrying forestry instruments.
- Clean and repair existing trails or construct new trails. Certain tasks, such as gathering data on disease and insect damage trees as well as water and soil quality, are performed under the supervision of the Forestry Program Manager.

- Assist with greenhouse propagation and transplant to secure planting materials and supplies for urban tree planting projects.

***Reporting***

- Prepare accomplishment reports, grant proposals, plans of work, progress reports and online reporting CARS.

**Minimum Qualifications:**

- High School Diploma or Associates Degree.
- Five to seven (5-7) years of work experience.

**Salary Range:** Salary will be commensurate with degree and experience.

**Application Deadline:** March 16<sup>th</sup>, 2021 no later than 4:00pm.

Applications are available from American Samoa Community College, Human Resources Office 699-9155 Ext. 456/466/460, <http://www.amsamoa.edu/employmentopportunities.html> or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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