

411 S. Wells St.
Suite 300
Chicago, IL 60607
312.356.9990
fotfp.org

POSITION ANNOUNCEMENT

Palos Conservation Corps Assistant Crew Manager

Reports to: Palos Crew Manager

Open until filled | Start Date: ASAP

Salary: Starts at \$35,880 per year.

Full Time Position (37.5 hours per week)

- Typically 9 hours/day
- 6:00 am to 3:30 pm, Monday-Thursday. Schedule changes regularly, based on season, weather, and other requirements. Friday and Saturday work is sometimes required.

Organization:

Mission: We unite people to protect, promote, and care for the forest preserves in Cook County.

Our community advocates for the responsible management of the nearly 70,000 acres of forest preserves in Cook County through advocacy and engagement, and stewardship of the land. Some of the best natural areas in Illinois are right here in Cook County, right outside your urban backdoor. Join our team and help us ensure they are here for the next 100 years.

Friends is an organization that gets things done with our members, volunteers, staff, board, and partners. We believe in work-life balance and are here for the marathon, not the sprint (not that we don't sprint on a regular basis).

Operating Budget: \$3,600,000


Summary: Friends of the Forest Preserves (FOTFP) seeks an Assistant Crew Manager who will help lead our Palos Conservation Corps Crew, based in Willow Springs, IL. Conservation Corps members work year-round to remove invasive species and restore native habitats throughout the forest preserves in Cook County. Participants gain valuable skills and certifications that could lead to a long-term career in natural land management or other environmental jobs. We are seeking an Assistant Crew Manager to provide strong leadership in achieving the goals of the program.

Responsibilities:

- Assist with the management and supervision of a 3-member crew to work on outdoor conservation projects in the Forest Preserves of Cook County.
- Assist with the development and training of crew members in ecological restoration and local ecology concepts.
- Lead project work when the crew manager is unavailable. This may include leading multiple Conservation Corps crews.
- Perform independent field work in the forest preserves including scouting project sites, checking on previously completed projects, performing equipment maintenance, and other tasks as assigned.
- Document crew member work activities and performance through compiling weekly work log data, timesheets, taking and uploading photos and instagram posts, and assisting with writing bi-monthly work progress reports.
- Any other assistance the crew manager assigns.

board of directors

Ed Woodbury, Chair | Justin Martin, Treasurer | Margaret Frisbie, Secretary
Corryn Antonizio | Kathleen Bruch | Walter Burlack | Cory Chaplin | José H. Colón | Dr. Charles D. Dillon | Thomas Greenhaw, Jr
Tonyisha Harris | Barbara C. Hill | Dr. Akilah R. Martin | Dr. Ron Milnarik | Kelly O'Brien | Derk Osenberg | Ryan Wilson

 Benjamin Cox, Executive Director

Required Qualifications:

- 21 years or older with a clean driving record
- Experience working with field crews
- Current Illinois Herbicide Applicator license or ability to secure one within 45 days of hire (training provided)
- Current Basic First Aid and Adult CPR certifications (training provided)
- Strong commitment to creating a culture of safety, teamwork, and learning
- Knowledge of native and invasive plant species in the Chicago Region
- Excellent communication, organizational, and interpersonal skills
- Ability to lift and move heavy objects (50 lbs.) and work outside in inclement weather and extreme temperatures
- Comfortable driving a heavy-duty pickup truck (training provided)
- Flexibility for schedule changes due to trainings, burn season, and weather

Beneficial Skills/Qualifications:

- Minimum 150 hours of recorded chainsaw operation
- Minimum 570 hours of recorded herbicide application
- Experience teaching in a classroom and/or field setting
- Experience using Google Docs, Sheets, and Gmail
- Great problem solving/troubleshooting skills

Benefits

- Health, dental, short- and long-term disability, and \$100,000 of life insurance coverage
- 403b retirement account with 3% match after 1 year
- 3 weeks of paid vacation (including July 3 - 7 and December 25 -29, 2023)
- 11 paid holidays
- 4 personal days
- 10 sick days

To Apply: Please send a cover letter, resume, and two professional references to Ebony Taylor, Palos Crew Manager, ebony@fotfp.org. Incomplete applications will not be considered. Please NO calls, faxes, office visits, or emails (other than emails presenting resume and cover letter).

Women, minorities, and seniors are strongly encouraged to apply. Friends of the Forest Preserves is an equal opportunity employer that considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or sexual orientation (in addition to observing all legal protection of special status). Friends is an equal opportunity employer promoting diversity in the environmental community.