

NJ Department of Environmental Protection
New Jersey Forest Service (NJFS)
**NJ Big and Heritage Tree Conservation and
Education**

Hourly Position

Title: Forestry Assistant (*FA-8 – FA-10*)

Salary: \$17.50 - \$30.00/hr
(commensurate with experience)

Closing Date: 3/26/25

Vacancies: 2

Location: Jackson, NJ

Work Schedule: 15+/- hours/week, weekdays, 2- 3 days a week (Primarily April-July & Oct.-Jan.)

Overview

To assist the Big Tree Coordinator with the daily duties of the Big and Heritage Tree Conservation and Education Program. Applicants should be studying Forestry/Natural Resource Management or Environmental Sciences or have completed a degree in these fields of study.

Position Information:

Assist with the Big and Heritage Tree Conservation and Education Program:

- Proficient in Tree ID
- Assess and Measure big and heritage trees throughout the state of NJ.
- Right of Access Agreements, ROA's
- Assist with Big Tree Stats Letters
- Seed Collection and Cuttings
- Data Collection
- Database Management and Creation
- Assist with Publications
- Advertising and Marketing
- Networking
- Mailings
- Big Tree Inventory and Analysis (every 10 years)
- Assist with Events: Big Tree Hunt Kickoff, Envirothon, Bring Your Kids To Work Day, DRBA
- Assist with Big and Heritage Tree Conservation and Education quarterly meetings.

Requirements:

Applicants must possess a valid driver's license and a high school diploma. An NJ Forest Service state vehicle will be provided. However, if it is not available, some travel with personal vehicle may be needed with the opportunity of mileage reimbursement. Exceptional relationship building, interpersonal, verbal/written communication, and organizational skills a must. Previous experience with tree id, tree assessment, and tree mensuration preferred. Presentation and public speaking skills a plus. Knowledge of Forestry and Natural Resources is a plus. Detail oriented with

an ability to work independently and within a team is expected.

Work Environment

- Will be required to drive considerable distances throughout the state of NJ
- Private property
- State Lands
- Municipal and County Properties

- Forested land

If you are interested in this position, please send a cover letter (including availability) and resume to:

Joseph C. Bennett
Joseph.bennett@dep.nj.gov

NJ Big and Heritage Tree Conservation and Education