



Position Title:
Tree Survey Intern

Timeframe:
Mid-May through mid-August, 2018; approx. 10 hours/week

Canopy is an environmental nonprofit that plants and cares for trees where people need them the most. Our mission is to grow urban tree canopy in the Midpeninsula communities for the benefit of all. We envision a day when every resident of the San Francisco Midpeninsula can step outside and walk, play and thrive under the shade of healthy trees.

Position summary: Under the supervision of the Community Forestry Program Manager, the Tree Survey Intern will assist Canopy with several tree survey projects throughout the summer. The primary responsibility is to prepare, organize, and implement Canopy's annual Young Tree Care Survey (YTCS), which surveys Palo Alto's public trees planted in the last five years. Volunteers are trained by Canopy to conduct the survey, which is primarily done through a mobile phone app. The Tree Survey Intern will oversee the collection, analysis, and reporting of valuable tree data to the City of Palo Alto's urban forestry staff. In addition to the YTCS, the intern may assist with other tree mapping projects, such as The Great Oak Count and regular tree checkups/field surveys. This year Canopy is launching these programs with a new web-based tree mapping tool called Tree Plotter. In-depth training will be provided to the Tree Survey Intern who will regularly use the application.

The ideal candidate is self-motivated, detail-oriented, and will bring enthusiasm to working with volunteers, trees, and technology. Experience with environmental work, GIS systems, computer technology, Google forms and spreadsheets, Microsoft Office/Excel, and volunteer coordination is a plus. This position is unpaid, but the Tree Survey Intern has very flexible office and field hours, especially in the later part of the summer. Some weeks will require work on Saturday morning.

By the end of the summer, the Tree Survey Intern will have gained experience in volunteer coordination, operating and teaching use of sophisticated tree mapping software, and scientific data analysis and reporting. By working on several of Canopy's programs, our interns also gain valuable exposure to urban forestry and arboriculture concepts, and environmental nonprofit programs and operations.

Duties and Responsibilities:

- 1) Manage the Young Tree Care Survey project including:
 - a. Import and manipulate data from the City's online tree inventory
 - b. Prepare custom maps and other survey materials
 - c. Work with staff on survey trainings and volunteer days
 - d. Collect, analyze, and report results
- 2) Assist Canopy staff with other tree mapping related projects, including:
 - a. The Great Oak Count - a survey of Palo Alto's native oaks on both public and private land.
 - b. Tree checkups and reporting in Palo Alto, East Palo Alto, and other nearby cities where there are trees planted by Canopy.
 - c. Collecting tree data from various sources and uploading to a centralized database

Preferred Qualifications:

- 1) Some college experience in science, education, GIS, or data management
- 2) Strong organizational and communication skills
- 3) Proficiency with Google forms and spreadsheets, and Microsoft Excel/Word
- 4) Some experience coordinating volunteers or group events
- 5) Resident of Palo Alto, East Palo Alto, Mountain View, or Menlo Park

To apply, please send a resume and cover letter to, natalie@canopy.org. To learn more about Canopy visit our website, www.canopy.org. Thank you!