

## **Research Study – Internship**

### **Tree Canada: Growing an Environmental Urban Forest Education Program (UFEP)**

<b>Job Title:</b>	Study Coordinator (Intern)
<b>Unit:</b>	Engagement and Research, Tree Canada
<b>Reports To:</b>	CEO and/or Director of Engagement and Research
<b>Work location:</b>	Remote
<b>Compensation:</b>	This is an unpaid internship over the course of 4 months (one semester), or one year. TBD with academic institution partner.

#### **BACKGROUND:**

Tree Canada is the only national not-for-profit dedicated to planting and nurturing trees in urban and rural environments. To date, we have planted 83 million trees through the generous support of sponsors and donors. For over 25 years, Tree Canada has engaged communities, governments, corporations, academia, and individuals in the pursuit of a greener and healthier living environment for Canadians. Through Tree Canada’s Engagement and Research unit, we steward long-term strategic relationships; we generate new knowledge and resources for innovative practice, planning, and education; we connect people to move towards a diverse community of practice and learning; and we strive to contend with the broader dialogues in urban forestry through diverse projects and programs.

The ideal candidate will excel at big picture, and critical, thinking while also being detail-oriented. The Study Coordinator will work closely with the CEO and the Director of Engagement and Research to develop a final analysis and report outlining environmental education programs across Canada delivered by NGOs and conservation organizations.

The role, reporting to the Director of Engagement and Research, requires demonstrated project management skills, excellent writing and analysis ability, qualitative and quantitative research experience, familiarity with environmental organizations, educational programs and pedagogical methods, teaching experience is an asset. Strong research, interpersonal, time and project management skills are essential.

#### **PROJECT SUMMARY:**

The objective of this internal study entitled, “**Tree Canada: Growing an environmental Urban Forest Education Program (UFEP)**,” is to investigate and compile a database of environmental

education programs across Canada delivered by NGOs and other conservation organizations (i.e., program content, goals, target audiences, pedagogical models/methods, collaborations). Qualitative and quantitative methods will be used. The results of this study will lead to the creation of an education growth plan for the Engagement and Research unit at Tree Canada.

**Questions the study must address:**

Tree Canada is seeking a strong researcher with proven analytical skills to conduct a scoping review of environmental education programs across Canada. The deliverable should be a final report responding to the following questions:

- What are the current Environmental Education Programs in Canada led by NGOs and conservation groups? (e.g. LEAF, RCGS, Forests Ontario's Envirothon, Evergreen)
- What content is included in their programming? What are their pedagogical models and methods?
- Whom do they serve? Who are their target audiences? Who are their collaborators?
- Is there a gap with respect to knowledge, target audiences, content sharing, collaborations?
- How can Tree Canada help fill that gap? What would an education program by Tree Canada look like? (recommendations)
- Who should be our target audience? Whom can we best serve? For what reason?
  - public/civil society, including a focus on new immigrants
  - curriculum and formal school integration (elementary, high school)
  - universities and colleges
  - professionals (urban foresters, researchers, etc.)
- Who are the partners with whom we should engage to move this effort forward? Are there specific organizations (local, regional, national) whom we should be reach?

**DUTIES AND RESPONSIBILITIES:**

- Coordinates and administers research study associated activities
- Assists in project planning, and ensures that pre-established work scope, study protocol, and regulatory requirements are followed
- Recruits and coordinates research subjects, as appropriate, and serves as principle administrative liaison for the project
- Maintains recordkeeping systems and procedures
- Conducts literature review and gap analysis
- Prepares interview and/or survey questions
- Collects and analyzes data
- Recruits and interviews subjects
- Maintains accurate records of interviews, safeguarding the confidentiality of subjects, as necessary.

- Summarizes interviews
- Provides ready access to all experimental data for the supervisor
- Manages and responds to project related emails
- Attends project meetings, area seminars and other meetings as necessary
- Summarizes project results
- Prepares final report with recommendations.

## **EDUCATION, TRAINING AND COMPETENCIES**

### **EDUCATIONAL REQUIREMENTS:**

- Post-secondary degree (Masters or PhD) in environmental education, urban forestry, urban ecology, environmental studies, or a related discipline; or equivalent combination of education and experience.
- PhD is preferred.

### **TRAINING/EXPERIENCE CLINICAL REQUIREMENTS:**

- Five or more years of work experience in qualitative and quantitative research, environmental education, urban forestry, or a related field
- Proven skills and experience in qualitative and quantitative analysis (i.e., developing surveys, conducting interviews, synthesizing data)
- Excellent ability to synthesize information and write effective reports
- Experience developing and delivering educational/lesson plans or pedagogical models
- Extensive knowledge of issues relating to environmental education and diverse communities
- Familiarity with local, regional, and national environmental organizations across Canada
- Excellent knowledge and demonstrated understanding of urban forestry and urban environmental issues – both technical and social.
- Experience working in the non-profit or environmental sector

### **TRANSFERABLE COMPETENCY REQUIREMENTS:**

- Attention to detail and a commitment to personal excellence
- Strong interpersonal skills, including the ability to exercise tact, discretion and sound judgment at all times
- Excellent communication and interpersonal skills (verbal and written)
- Problem-solving skills
- Planning/organizational skills
- Personal motivation
- Project management capabilities
- Customer service skills
- Excellent facilitation skills

Tree Canada, Engagement and Research

Contact: Dr. Adrina C. Bardekjian, Director, Engagement and Research

**SPECIFIC TECHNICAL COMPETENCY REQUIREMENTS:**

- Excellent knowledge of Microsoft Office, and qualitative data analysis software (e.g. NVIVO, Tableau or others)

**LANGUAGE PROFICIENCY:**

- Exceptional and advanced written and oral communication skills in English (reading, writing, speaking) is imperative with a preference for someone with experience in editing.
- French is an asset.

If you are looking for a challenge and an opportunity to shape a unique and creative environmental organization, please indicate your interest by forwarding a résumé, covering letter and two writing samples addressing how your qualifications and experience meet the requirements for the role to [[dstaubin@treecanada.ca](mailto:dstaubin@treecanada.ca)] under the subject “Study Coordinator” by [**Jan 2022**].