



TREE NEW MEXICO

3535 Princeton Dr. NE, Ste. 101, Albuquerque, NM 87107 • 505-265-4554 • www.treenm.org

Job Title: Planting Event Coordinator

Location: Albuquerque, New Mexico

Schedule: Full-time. 40 hours/week. Specific hours vary week to week. Must be able to work evenings and weekends and sustain a flexible schedule – taking compensation time following the evenings and weekend when the job demands weekend time.

Compensation: \$ 38K-\$43K /Annually (TBD, depending on candidate's experience/skills)

Job Summary:

The Planting Event Coordinator will assist in the organizing and planning of ABQ NeighborWoods (or other) tree planting and giveaway events. This includes canvassing and flyering neighborhoods to encourage homeowners to adopt trees, preparing planting tools and materials, acting as the main point of contact during planting events, coordinating volunteers, and regularly communicating and interacting with homeowners, partners, contractors, volunteers, and TreeNM staff.

This position provides the opportunity to grow your skills in community relationships and building/organizing and your knowledge of trees – how to plant and care for them. While Tree New Mexico is small, there are some opportunities for staff to take on new and different roles if they are successful where they start.

Duties/Responsibilities:

- Responsible for coordinating planting events from beginning to end, with the help of the ABQ NeighborWoods team.
- Canvass door-to-door to talk to homeowners about adopting trees. Inform and educate homeowners about trees available to adopt and best tree care practices.
- Flyer and paper neighborhoods with event and planting information.
- Lead volunteer trainings on canvassing, 'right tree, right place', and TreePlotter software (initial training will be provided to hired candidate)
- Organize and work with multiple sets of volunteers.
- Communicate regularly with supervisor and relay relevant planting information and updates to the NeighborWoods team
- Learn, follow, and update the Standard Operating Procedure for running a planting
- Communicate often with homeowners about choosing a tree (or two), details of the planting event and their role in receiving a tree and caring for it.

- Coordinate and communicate regularly with landscape architects, arborists, and other contractors and partners.
- Act as lead point-of-contact during planting events.
- Utilize Microsoft PowerPoint and Excel to create planting materials for planting team leaders.
- Utilize Tree Plotter (a GIS tool) to plot all trees that are adopted for every planting.
- Maintain and organize planting tools and supplies.
- Safely lead tree planting teams and ensure trees are properly planted, watered in and staked (if needed) on planting day.
- Coordinate and run all aspects of tree give away events.

Required Skills/Abilities:

- Strong knowledge of Microsoft Office Suite, especially PowerPoint and Excel.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Event planning and project management experience is a plus.
- Ability to function well in a high-paced, team-based and at times stressful environment.
- Must commit to treating all people with respect and kindness
- Strong verbal and written communication skills.
- Strong analytical and problem-solving skills.
- Must be able to work well as part of a team, as well as individually.
- Familiarity with MailChimp is a plus.
- Must love being outdoors and working with people and plants.
- Must have reliable transportation and the ability to get to different job sites independently.

Additional Skills preferred/useful:

- Bilingual/Spanish
- Knowledge of drip irrigation, watering systems and small engine maintenance

Education and Experience:

Knowledge or familiarity of local trees, tree care, and tree planting is a plus.

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

Must be able to be outdoors and to walk for prolonged periods of time.

Must be able to lift or move up to 50 pounds occasionally, up to 20 pounds frequently, and/or up to 10 pounds constantly.

Supervisory Responsibilities: None, could eventually lead to supervisory responsibilities.

Probationary Period:

Selectees will be required to successfully complete a probationary period.

Benefits: Generous Paid Time Off, Sick Leave and professional development

About Tree New Mexico:

Tree New Mexico is dedicated to helping communities plant and care for trees in urban areas — large and small — throughout The Land of Enchantment. For over 30 years Tree New Mexico (TNM) has been planting trees in the Land of Enchantment and educating the public on the value and necessity of healthy urban forests. We continue to be the premier private, non-profit tree planting organization in NM (and the nation); planting thousands of trees each year and building a high level of understanding and advocacy for the expansion and maintenance of urban forests.

TreeNM does not discriminate on the basis of race, color, national origin, age, disability, religion, or sex (including pregnancy, sexual orientation, and gender identity).

Interested individuals, *who meet the qualifications above*, should:

1. **Contact: Shannon Horst, Executive Director,**
ShannonHorst@treenm.org and provide a cover letter/email sharing your interest and why you might be a fit for our team and a current resume/CV

Note: If you do not/cannot provide the two things requested above with your initial inquiry, we may not respond.