



Director of Education - Tree New Mexico/TreeNM

Full-time, salaried position with Benefits

Join our Team as Director of Education! Be part of a dynamic, community-focused organization dedicated to making New Mexico greener and more beautiful. As our Director of Education, you'll have the opportunity to take over and enhance our existing educational programs, as well as create new offerings. You'll work with and continue to grow a large cadre of certified Tree Stewards and other volunteers who make TreeNM's urban forestry programs effective and special.

Tree NM's Existing offerings include:

- Short-course tree awareness and tree care in a variety of formats for specific audiences
- A statewide Tree Stewards program (modeled on the Master Gardner program) including a mentor component that supports the students
- Training of residents who will be receiving trees at our plantings – pre-planting and post-planting sessions
- Planting Team Leader training (and refreshers) – short classes for volunteers who are going to lead our plantings
- A variety of continuing Ed and “labs” for Tree Stewards and that program's new students

The kind of team member we are seeking:

- We're seeking someone with a collaborative spirit, solid experience in creating and running adult, self-directed environmental educational programs (including hybrid formats). This person must have skills in online learning, setting up practicum, matching learners with mentors, and assessing another individual's understanding of and skills in tree knowledge and care. This person is also the kind of person who is willing to jump in and get the job done to support other team members/programs when needed.

Core Activities: The primary activities of this Director are to plan and run short-courses in tree awareness, planting and care and the NM Tree Stewards Program. This individual also works closely with the Planting Programs to develop, vet and recommend the tree species TNM will plant each season. Working well with various levels of volunteers who do everything from teach Tree Steward labs and classes to help volunteers learn to plant trees is crucial. You will also work with other team members to review and create the tree palette for each planting season, including reviewing our monitoring data and new research into trees to determine which trees are doing the best in our programs and will thrive going forward. Excellent report writing for various grant programs is essential.

Community Engagement: Your role is crucial in fostering community awareness and participation and building knowledge (about trees and living systems) of these things with staff and volunteers into all levels of our programs.

Training & Logistics: Train candidates for Tree Steward certification, mentors to support those students, and Planting Team Leaders, and residents who are receiving a tree. You're the go-to expert for all things trees and education and you work closely with program directors for tree planting and tree monitoring.

Required experience, skills and attributes:

- A self-starter with a passion and the experience and skills to educate (in a multicultural environment) the average resident in the basics of tree knowledge, planting and care
- Experience developing and running self-directed, hybrid (online and in situ) adult programs in the biological sciences
- Advanced degree in education (preferred) or environmental sciences
- Knowledge of plant/tree care and biology
- Experience managing various levels of volunteers to enhance educational and other organizational programs
- Strong communication and analytical skills
- Ability to manage multiple projects and priorities
- Proficiency in Microsoft Office Suite and Canvas
- Commitment to equity, diversity, inclusion, and belonging
- Comfortable working and teaching outdoors and handling physical tasks
- Fluent Spanish and English speaker
- Flexibility to work evenings and weekends
- Willing to learn and grow and give and take constructive feedback

Bonus experience and/or skills:

- Developing and running programs for youth
- Experience in a similar industry or non-profit

Physical Requirements:

- Ability to stand and walk for extended periods
- Capability to lift up to 25 pounds regularly
- Willingness to work outdoors in various weather conditions

Additional Things to Know:

- Must have reliable transportation, a clean driving record, and valid vehicle insurance.
- Must be able to operate a personal and rental vehicle as needed.
- Must be able to travel 2-4 times a month (in New Mexico), including staying overnight at times;

- Must be able to work some evenings and Saturdays (flex time to compensate and balance work-home life is standard at TreeNM)
- Must be able to be in the office on a consistent and regular schedule to build a strong department/team, work with supervisees and other staff (this is not a remote work position, though there is some flexibility once the position is under your belt and programs are being well run)

Salary Range: TBD (based on experience, education and skills)

Benefits: generous starting PTO and an employee health plan.

How to Apply: Interested candidates should submit their resume and cover letter to Shannonhorst@treenm.org by January 20, 2025. We are looking to hire immediately.