



## **Statewide Planting Event Coordinator**

**Join our green team as a Statewide Planting Event Coordinator!** Be part of a dynamic, community-focused group dedicated to making New Mexico greener and more beautiful. You'll have the chance to learn, grow, and make a tangible impact on both the environment and the community. We're seeking someone with a collaborative spirit, a love for the outdoors, and a commitment to excellence in organizing and executing tree planting and giveaway events.

**Core Activities:** The Statewide Planting Event Coordinator is responsible for supporting TNM's planting efforts across New Mexico. This includes organizing, planning, and executing planting/giveaway events, coordinating with volunteers and staff, and training and educating volunteers and homeowners on proper tree planting and care practices. Frequent travel across the state is required to ensure the success of these events.

**Community Engagement:** Lead canvassing efforts, educate homeowners about tree adoption and care, and be the primary contact during planting events. Your role is crucial in fostering community awareness and participation.

**Training & Logistics:** Train planting assistants and volunteers, ensure proper planting practices, and oversee tree giveaway events. You'll be the go-to expert for all things planting for each event you coordinate.

**Admin & Support:** Adhere to and update Standard Operating Procedures, create planting materials, and maintain planting tools and supplies. Your organizational skills will keep everything running smoothly.

**Event Planning:** Plan and organize all details of planting and giveaway events, ensuring seamless execution on event days. Your meticulous planning will make every event a success. Assist with creating the tree palette for every planting season and ensuring the trees are available from our vendors and that the right tree gets planted in the right place at each event.

### **Attributes:**

- A self-starter with a passion for community gardening, urban forestry replanting, or similar activities.
- Strong communication and analytical skills.
- Ability to manage multiple projects and priorities.
- Proficiency in Microsoft Office Suite and TreePlotter GIS.

- Commitment to equity, diversity, inclusion, and belonging.
- Comfortable working outdoors and handling physical tasks.
- Willing to learn and grow and give and take and constructive feedback
- Fluency in Spanish.
- Willingness to travel frequently across New Mexico.

**Bonus Skills:**

- Knowledge of plant/tree care and biology.
- Project management experience or certification.
- Experience in a similar industry or non-profit.
- Flexibility to work evenings and weekends.
- Basic mechanical, drip irrigation, small engine skills.

**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 Info:**

- Must have reliable transportation, a clean driving record, and valid vehicle insurance.
- Must be able to operate a personal and rental vehicle as needed.

**Entry Salary Range:** \$40,000-\$44,000

**Benefits:** generous starting PTO and an employee health plan paid 100% by TNM

**How to Apply:** Interested candidates should submit their resume and cover letter to [Beth@treenm.org](mailto:Beth@treenm.org) no later than January 20<sup>th</sup>. We are looking to hire immediately.