



Traveling Planting Event Coordinator

Join our green team as a Traveling 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: As a Traveling Planting Event Coordinator, you will play a key role in advancing TNM's mission by leading tree planting and giveaway initiatives throughout the Greater Albuquerque area and supporting similar efforts statewide. Your responsibilities will include planning, organizing, and executing local events; coordinating with volunteers and staff; and providing training and education on proper tree planting and care practices. In addition, you will collaborate closely with TNM's statewide team to extend these efforts to communities across New Mexico, ensuring consistency, quality, and community engagement at every level.

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. Develop cohesive planting and educational events that combine hands-on learning with community action. Your meticulous planning will make every event a success.

Attributes:

- *Willing and able to travel overnight, sometimes multiple times per month, to communities across New Mexico.*
- 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.
- Open to learning and growth, and receptive to giving and receiving constructive feedback.
- Fluency in Spanish.

Bonus Skills:

- Knowledge of plant/tree care and biology.
- Project management experience or certification.
- Experience in a similar industry or non-profit.
- 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.
- Must be able to work evenings and weekends.
- Must be willing to travel frequently throughout the state.
- Since this position is based in Albuquerque, applicants must reside in the city or within a nearby area to ensure proximity to the workplace.

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 ray@treenm.org no later than July 9th, 2025.