



Greater ABQ Planting Event and Volunteer Coordinator

Join our team as a Planting Event and Volunteer Coordinator! Be part of a dynamic, community-focused group dedicated to making New Mexico greener and more sustainable. This is an *entry-level position*, where you'll have the chance to learn, grow, and make a tangible impact on both the environment and the community. If you love working with people, have a strong proficiency with digital tools and software, enjoy being outdoors, and believe deeply in the power of community greening, we'd love to meet you.

About the Position:

As the Planting Event & Volunteer Coordinator, you'll help plan and run TNM's tree planting and giveaway events across Greater Albuquerque and occasionally statewide. You'll handle logistics, lead outreach, engage homeowners, coordinate volunteers, provide Spanish translation of outreach materials when needed, and support smooth, well-organized events.

Working with the Planting Director and NeighborWoods team, you'll blend fieldwork with community engagement, volunteer leadership, and event coordination. You'll use digital tools to manage maps, track event details, and support communication workflows, following standardized procedures once trained.

This role involves primarily office-based work (about 80%) with regular outdoor duties (about 20%). It also requires occasional overnight statewide travel and a seasonally shifting schedule with frequent weekend and evening hours.

Event Organizing & Planning: You will plan and execute tree planting and giveaway events, schedule and lead canvassing and outreach efforts, coordinate schedules, map planting locations, manage tree deliveries, serve as the primary point of contact during events, and ensure all tools, materials, and logistics are ready for smooth event days.

Volunteer Management: You will communicate regularly with volunteers, sharing event details, logistics, and follow-up information. During events, you will oversee volunteer check-in and offer on-site support to ensure safe and well-organized operations. You will provide resources and guidance that help volunteers feel confident, supported, and aligned with TNM's mission.

Training and Logistics: You will train volunteers in canvassing, outreach, and proper planting practices; relay planting updates to the NeighborWoods team and TNM staff; maintain tools and materials; and use digital platforms to organize event logistics, map planted trees, and track community outreach efforts.

Essential Skills and Experience:

- Fluency in Spanish and English (both verbal and written).
- Volunteer management experience.
- Familiarity with Albuquerque neighborhoods and communities.
- Must be comfortable with door-to-door canvassing and engaging with community members.
- Strong computer literacy, including proficient use of Microsoft Office (especially Excel and Powerpoint) and Mailchimp.
- Strong writing, speaking, interpersonal, and communication skills.
- Ability to manage multiple projects and priorities.
- Commitment to equity, diversity, inclusion, and belonging.

Bonus Skills:

- Experience with TreePlotter GIS/spatial data tools.
- Knowledge of plant/tree care and biology.
- Project management experience or certification.
- 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 Info:

- Willingness and ability to work evenings and weekends as needed.
- Comfortable with regularly working outdoors and handling physical tasks.
- Must be willing to travel regularly throughout the state.
- Must have reliable transportation, a clean driving record, and valid vehicle insurance.
- Must be able to operate a personal vehicle, rental vehicles, a box truck, and an F-250 with a trailer as needed.
- Since this position is based in Albuquerque, applicants must reside in the city or within a nearby area to ensure proximity to the workplace.

Location: This position is based at TNM's Albuquerque headquarters, where you will work primarily in the office and frequently travel around Albuquerque, and at times across New Mexico, for planting events. You will also have occasional opportunities for offsite or remote work with supervisor approval.

Entry Salary Range: \$44,000-\$49,000 (TBD based on experience)

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 Hendrix (ray@treenm.org) no later than April 4th, 2026.