



Regional Part-Time Coordinator

Las Vegas NeighborWoods Program

Location: Las Vegas, New Mexico

Employment Type: 1099 Contract Position

Organization: Tree New Mexico (TNM)

About the Opportunity

Join Tree New Mexico in launching an exciting new tree planting program in the Las Vegas region! We're seeking a dedicated Program Coordinator to develop and manage the Las Vegas NeighborWoods program—an innovative private-public tree planting initiative serving northern New Mexico communities.

This role offers the unique opportunity to build something from the ground up while making a tangible environmental impact in Northern New Mexico communities. You'll work directly with our Statewide Plantings Team to create a sustainable model for large-scale community tree planting and urban forestry education.

What You'll Do

Program Development & Management

- Design and implement large-scale tree planting events (50+ trees planted per event).
- Coordinate community tree giveaways (50+ trees distributed).
- Develop a tailored program, modeled after our program in Albuquerque, to plan and execute excellent community planting events.

Community Engagement & Outreach

- Train and lead volunteer canvassers to identify potential tree adoption sites.
- Conduct community outreach for education and planting events.
- Communicate with property owners about tree selection, care, and event logistics.

Event Leadership & Coordination

- Serve as primary point-of-contact during planting events.
- Organize volunteers and maintain, organize, and secure storage for planting tools and materials.
- Lead tree planting teams with focus on proper techniques and safety.
- Coordinate post-event tree giveaways and distribution.

Education & Training

- Develop and deliver tree education programs for community members.
- Recruit and train team leaders and volunteers.
- Create educational materials using Microsoft Office Suite.

Technical & Administrative Duties

- Use Tree Plotter (GIS software) to map and track adopted trees.
 - Maintain Standard Operating Procedures documentation.
 - Coordinate with contractors including landscape architects, arborists, and excavators.
 - Document program development and participate in continuous improvement processes.
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What We're Looking For

Essential Qualifications:

- Strong organizational and project management skills.
- Excellent communication and interpersonal abilities.
- Comfortable working outdoors in various weather conditions.
- Ability to lift up to 30 pounds (tree containers).
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint).
- Valid driver's license, vehicle insurance, a clean driving record, reliable transportation, and willingness to consent to a background check.

Preferred Qualifications:

- Experience in environmental education, forestry, or community organizing.
- Background in volunteer management.
- Familiarity with GIS software.
- Knowledge of tree care and urban forestry practices.
- Experience working in rural or small communities.

Physical Requirements:

- Extended periods working outdoors.
- Ability to traverse uneven terrain for tree site evaluations.
- Basic tree maintenance tasks (including pruning, staking, planting, mulching).
- Desk work and computer use for planning and documentation.

Additional Requirements:

- Ability to operate a personal and rental vehicle as needed.
 - Ability to work evenings and weekends.
 - Willingness to travel and work with nearby communities.
 - Applicants must reside in Las Vegas or within a nearby area.
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What We Offer

Professional Development:

- Opportunity to build a program from inception.
- Available guidance from experienced TNM staff.
- Leadership experience managing volunteers and community partnerships.

Work Environment:

- Mix of outdoor fieldwork and office-based planning.
- Opportunity to make lasting environmental impact.

- Flexible schedule to accommodate community event needs.
- Reimbursement for approved work-related mileage and travel expenses.

Hourly Rate Range: \$20-\$23, DOE. We anticipate building a team of contractors for this work and welcome applications from individuals with a range of availability, from approximately 10 to 30 hours per week.

About Tree New Mexico

Tree New Mexico is dedicated to planting, protecting, and promoting trees throughout the state through urban forestry, environmental education, and community engagement. The NeighborWoods program represents our commitment to bringing these benefits to underserved rural communities.

How to Apply

Please submit:

- Resume highlighting relevant experience.
- Cover letter explaining your interest in urban forestry and community development.
- Two professional references.

Contact Information: Interested candidates are invited to email copies of their resume and cover letter, including two references, to statewideplantings@treenm.org. Only candidates selected to move forward in the process will be contacted.

Funding is provided by the USDA Forest Service's Inflation Reduction Act Urban and Community Forestry Program. TNM does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in its program or activities. Shannon Horst is the designated civil rights coordinator.

Note: This is an independent contractor (1099) position. Gross Receipts Tax (GRT), health insurance, retirement benefits, and other employee benefits are not provided.