



Communications & Social Media Intern

Location: Albuquerque, New Mexico; Hybrid with regular field-based work

Part-time: Up to 10 hours per week

Start date: Early September 2026

Duration: Flexible. The internship will run from September–December 2026, with the possibility of continuing through December 2027 based on mutual interest and availability.

Stipend: \$20/hour

Deadline: Until the position is filled

About Tree New Mexico

Tree New Mexico (TreeNM) is an urban forestry nonprofit expanding tree canopy in communities across New Mexico through large-scale, community-based tree planting, tree distribution, education, and stewardship. We focus on underserved neighborhoods with limited green space and greater environmental burdens, working with residents and volunteers to plant 50–100 climate-resilient trees at a time and build knowledge and local capacity needed to care for them.

TreeNM is also preparing for a major public campaign supporting *the Urban Forestry and Green Build Center*, a permanent home for our programs and a living laboratory for climate resilience, education, and community-driven environmental solutions.

About the Opportunity

TreeNM is seeking a *Communications & Social Media* Intern to increase engagement across our social media platforms, raise awareness of urban forestry, and help more people understand and connect with our work.

The intern will use photos, videos, and stories from TreeNM's plantings, tree giveaways, educational programs, and other activities to create regular, engaging content. Topics may include the benefits of trees, tree planting and care, climate resilience, volunteer involvement, community partnerships, and progress toward the *Urban Forestry and Green Build Center*.

This role is a good fit for someone who enjoys turning real projects and educational information into clear, accessible content that encourages people to follow, share, volunteer, and support TreeNM's work.

What You'll Do

Social Media Content and Engagement

- Develop and maintain a consistent social media posting schedule
- Create two to five posts per week for Instagram, Facebook, and other relevant platforms
- Write clear and engaging captions about TreeNM's programs, events, volunteers, partners, and community impact
- Use existing photographs and videos from tree plantings and other activities to create timely social media content
- Capture additional photos and short videos when needed, particularly at events where a volunteer photographer is not available
- Create short-form videos, including Instagram Reels, using existing and newly captured content
- Share practical and accessible information about urban forestry, tree benefits, planting, watering, pruning, and long-term tree care
- Respond to comments and messages and engage with relevant local organizations, partners, and community accounts
- Identify opportunities for cross-posting, collaborations, and broader community engagement
- Track basic social media performance, including audience growth, reach, and engagement, and use the results to improve future content

What We're Looking For

Essential Qualifications:

- Interest in communications, social media, environmental work, education, or community-based initiatives
- Experience using social media platforms, particularly Instagram and Facebook
- Strong writing skills and the ability to communicate clearly, accurately, and authentically
- Ability to turn educational or technical information into accessible public content
- Comfortable creating and editing basic visual and short-form video content
- Organized, dependable, self-motivated, and able to maintain a regular posting schedule
- Able to manage assignments independently while collaborating with TreeNM staff
- Comfortable interacting respectfully with volunteers, residents, partners, and community members
- Available to attend occasional outdoor events, including some Saturday mornings

Preferred Qualifications:

- Experience with Canva, CapCut, Adobe tools, or similar design and video-editing platforms
 - Familiarity with social media analytics and engagement tracking
 - Photography or video experience
 - Spanish-language skills
 - Interest in urban forestry, environmental education, climate resilience, or community engagement
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What We Offer

- Hands-on experience managing social media for a statewide nonprofit
- Experience developing educational and mission-driven content
- An opportunity to help grow public awareness of urban forestry in New Mexico
- Experience supporting a major public fundraising and awareness campaign
- Published content that may be included in a professional portfolio
- Mentorship and feedback from TreeNM staff
- A deeper understanding of urban forestry, tree care, climate resilience, and nonprofit communications

Schedule and Work Environment

The intern will work approximately 10 hours per week through a combination of remote work, office-based assignments, and occasional fieldwork. Some tree plantings and community events take place on Saturday mornings. The schedule will be coordinated in advance based on TreeNM's event calendar and the intern's availability.

The position may begin as a semester-long internship from September through December 2026. There may be an opportunity to continue through December 2027 based on mutual interest, availability, performance, and organizational needs.

How to Apply

Please submit the following to jennet@treenm.org:

- Resume
- Two or three examples of social media content, writing, photography, video, design, or other creative work
- A brief note of three to five sentences explaining your interest in the position
- Your general availability during the internship period

Work samples may come from professional, academic, volunteer, or personal projects.

We are looking for someone who is curious, creative, and excited to help more people understand how trees can improve the places where we live.

Tree New Mexico is an equal opportunity organization. We welcome applicants of all backgrounds and do not discriminate based on race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, veteran status, or any other protected status.
