



EMPOWERING CENTRAL TEXANS TO
BUILD STRONGER COMMUNITIES THROUGH
PLANTING AND CARING FOR TREES.

Job Announcement: Community Tree Planting Manager

TreeFolks is an Austin-based nonprofit organization. Our mission is to empower Central Texans to build stronger communities through planting and caring for trees. TreeFolks is seeking a **Community Tree Planting Manager**. This position will contribute to the organization's mission by organizing and executing tree-planting activities that engage community members and ensure tree maintenance.

The person we seek to add to our active and inclusive team is collaborative, organized, flexible, and enjoys working with the public and volunteers. The ideal candidate will apply TreeFolks' Core Values to their daily work efforts, has educational and field experience in arboriculture and urban forestry, is experienced in project design, implementation, reporting, and evaluation, and is proficient in Spanish.

Duties will include, but are not limited to:

- Plan, implement, and evaluate community tree planting and tree care activities, in collaboration with other TreeFolks staff, volunteers, sponsors, tree growers, and partners.
- Manage the maintenance of project trees to ensure regular follow-up care such as watering, pruning, mulching, etc.
- Provide oversight and guidance of volunteers, contractors, and other partners that contribute to tree planting and care projects.
- Manage program staff and conduct individual goal creation and evaluation, with the support of the Program Director
- Create and maintain an inventory of shovel-ready projects for fundraising projects
- With support from the Program Director, contribute to the annual operational planning, budgeting, and goal-setting processes, and take part in regular program evaluations, budget monitoring, and progress assessments of goals.
- Capture, analyze, and report on programmatic data using GIS technology and other data management tools.
- Engage the team of Planting Supervisors through regular tree planting, care, and training activities.
- Participate on the TreeFolks infrastructure committee and complete other special projects as needed.
- Implement, maintain, and collaborate on standard procedures for monitoring the health of project container tree plantings in a shared database
- Ensure scientific validity and use of best practices in tree planting, care, and education.
- Assist with identifying and assessing new opportunities for program growth and development.
- Advise Program Director on operational procedure improvements.

The ideal candidate will have the following qualifications:

- Experience with project design, implementation, and evaluation and leading a team on a specific project.
- Demonstrated knowledge of arboriculture and urban forestry, including both formal education and field experience; ISA Arborist Certified preferred.
- Experience using organizational tools or software to capture, analyze, and report data.
- Familiarity with operations and program supervision in a nonprofit setting.



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- Computer literacy, including MS Office applications, with a working knowledge of G-Suite apps and productivity tools such as Airtable, Zapier, and database applications.
- Ability to communicate program information in public and professional settings.
- Proven ability to work independently with minimal supervision.
- Patience, professionalism, and a sense of humor.
- Spanish language proficiency preferred

This is a **full-time, permanent position** with a mix of in-office work, remote work, and working on-site at events. TreeFolks offers a competitive salary, plus health benefits, generous vacation time, a flexible schedule, and a casual work environment. TreeFolks also provides opportunities for training, professional development, and advancement within the organization. The starting **salary ranges from \$57,225 to \$59,400** based on experience, qualifications, and additional attributes, such as bilingual or firsthand knowledge of communities in which TreeFolks works.

Equity Statement

TreeFolks is an equal-opportunity employer committed to building a diverse and inclusive workplace. We welcome and encourage candidates of all backgrounds, including but not limited to, people of color, LGBTQ+ individuals, women, veterans, neurodivergent people, and those with disabilities. TreeFolks will not discriminate against any candidate on the basis of race, sex, gender identity, sexual orientation, class, national origin, disability, age, and/or genetic information.

TreeFolks considers the job qualifications as a guide and not an absolute list. We encourage all candidates who feel they meet the spirit of the job description, are passionate about our mission and core values, and can do the work to apply.

Application Process

To apply, please visit our [application portal](#) and upload a letter of interest, resume, and three references with contact information.

Application deadline: July 26, 2024

Anticipated start date: mid-late August