



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

Job Announcement: NeighborWoods Seasonal Program Assistant

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 **NeighborWoods Program Assistant**. The NeighborWoods program is a partnership between TreeFolks, the City of Austin, and Austin Energy to grow and nurture the urban forest by providing free trees and tree care education to the public.

This seasonal position will support the NeighborWoods program by assisting at large tree giveaway events, including moving large numbers of trees, interacting with both volunteers and customers and working with a database. The Program Assistant will also have an important role in the home delivery of trees which entails loading trees, managing inventory, and routing.

The person we add to our active and inclusive team is hardworking, enjoys interacting with the public, and is committed to TreeFolks Core Values. The ideal candidate has a basic knowledge and interest in trees and native plants, can repeatedly lift and carry 50+ pounds in all weather conditions and over uneven terrain, and is available to work Saturdays and occasional evenings with advance notice. Please see below for a full description of duties and qualifications.

Responsibilities will include, but are not limited to:

Tree Distribution (60%)

- Pick up and load trees from local tree farms and nurseries using a truck and trailer
- Deliver trees to residential properties or giveaway locations using TreeFolks truck and trailer
- Water, label, lift, organize, and carry trees stored in the office nursery
- Print, label, organize, and distribute program materials
- Maintain Airtable database of tree inventory and customer information
- Maintain inventory of necessary program supplies to ensure availability for distribution

Customer Service & Education (20%)

- Respond to inquiries about the program and provide assistance to participants ordering trees
- Collect information from customers and enter data into the database
- Give advice on proper tree care, including planting and species selection

Special Events (20%)

- Assist with tree giveaway events and educational workshops
- Train volunteers at events
- Conduct site visits and assist in event planning
- Create site maps

Qualifications

- Minimum 1 year experience with customer service or other public-facing position
- Basic knowledge of and interest in trees and native plants
- Ability to repeatedly lift and carry 50+ lbs in all weather over uneven terrain
- Proficient with Google Sheets, Gmail, and Google maps



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- Ability to clearly and consistently communicate and abide by program guidelines
- Ability to work independently with limited supervision
- Ability to work weekends or evenings with adequate notice
- Maintain a Texas driver's license in good standing

Preferred Qualifications

- Knowledge of Airtable database or GIS
- Spanish proficiency
- Experience towing trailers
- Vehicle maintenance knowledge and skills

This is a **full-time, seasonal position** working approximately 40 hours per week until through May 30, 2025. The position requires a mix of in-office work, remote work, and working on-site at events. TreeFolks offers a competitive salary, flexible schedule, and a casual work environment. This position is not eligible for health benefits. TreeFolks also provides opportunities for training, professional development, and advancement within the organization. The starting pay is **\$22.40 per hour**.

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, religion, 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: open until filled

Anticipated start date: ASAP