



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

Reforestation & Carbon Credit Assistant

TreeFolks seeks a dedicated and detail-oriented Reforestation & Carbon Credit Assistant to support our mission of enhancing Central Texas' urban and floodplain forests. The Reforestation & Carbon Credit Assistant will collaborate closely with the Reforestation Coordinator on TreeFolks' Central Texas Floodplain Reforestation Program (CTFRP) and Carbon Credit Program. This hybrid role includes remote, office-based, and fieldwork, with travel to various private and public planting sites across a 7-county region of Central Texas. The successful candidate will assist in reforestation efforts, including tree care, mapping, carbon credit reporting, and program development.

Position Details:

This is a full-time, permanent, exempt position. TreeFolks offers a competitive salary, plus health benefits, generous vacation time, a flexible schedule, a casual work environment, and professional development opportunities. The starting minimum salary is **\$46,592 annually**, based on experience, qualifications, and additional attributes, such as bilingualism or firsthand knowledge of the communities in which TreeFolks works.

- **Start Date:** April 1, 2025
- **Schedule:** Approximately 40 hours per week, Monday through Friday, with occasional weekend work. During the planting season (late fall to late winter), the role demands flexibility to work consecutive 12-15 hour days for several weeks until planting is completed. Overtime hours will be flexed off immediately following the completion of contractor plantings.
- **Reports to:** Reforestation Coordinator

Key Responsibilities:

- Assist in implementing City Forest Credit (CFC) protocols and carbon project reports
- Conduct canopy growth assessments using ArcGIS, Lens Satellite Imagery, and Excel
- Create annual monitoring reports for registered carbon projects
- Assist with designing GIS maps for reforestation planting sites
- Capture verification photos at planting sites following CFC protocols
- Organize, care for, and manage 30,000–70,000 seedling trees, including watering, pruning, and labeling
- Aid in supervising tree planting crews and volunteers, ensuring proper care and quality control
- Assist with preparing planting sites, transporting trees and equipment using TreeFolks' trucks and trailers
- Contribute to creating educational and outreach materials
- Provide excellent customer service via email and phone
- Assist in community outreach efforts to promote reforestation services and register landowners
- Support event planning and execution, including volunteer coordination



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

- Utilize iPads, Trimble, and ArcGIS Field Maps app for final mapping and site preparation
- Maintain reforestation program vehicles, trailers, and watering rigs, ensuring safety and operational standards
- Promote and represent TreeFolks mission and core values in all interactions

Qualifications:

- **Required:**
 - Strong attention to detail and ability to maintain meticulous records for carbon reporting
 - GIS mapping experience
 - Ability to work independently with minimal supervision
 - Excellent written and verbal communication skills
 - Ability to read, write, and speak in English
 - Ability to repeatedly lift and carry up to 25 lbs for extended periods
 - Willingness to work outdoors in all weather conditions, including extreme temperatures and rain
 - Ability to walk on uneven terrain and overgrown properties for fieldwork and site preparation
 - Flexibility to work a variable schedule when needed
 - Valid Texas driver's license with a clean driving record
 - Positive attitude and customer service orientation
- **Preferred:**
 - Knowledge of trees and tree care
 - Ability to drive a truck and trailer
 - Spanish language proficiency

Success in this position will include:

- Effective implementation of reforestation protocols, including accurate canopy growth assessments and timely carbon project reporting.
- Exceptional attention to detail in GIS mapping, record-keeping, and ensuring high-quality planting practices.
- Meticulous care and management of saplings, including watering, pruning, mulching, and organizing trees in the nursery.
- Successful collaboration with the Reforestation team and community stakeholders to promote reforestation initiatives and engage volunteers.



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

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.

Equity Statement

TreeFolks is an equal opportunity employer committed to building a diverse and inclusive workplace.

We welcome employees 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 employee on the basis of race, sex, gender identity, sexual orientation, religion, class, national origin, disability, age, and/or genetic information.

Application Process

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

Application deadline: March 3, 2025

Anticipated start date: April 1, 2025