



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 home delivery program, which entails loading trees, delivering to homes, managing inventory, and communicating with nurseries and home delivery recipients. The Program Assistant will also support the team at large tree giveaway events, including moving large numbers of trees, interacting with the public, and training volunteers.

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, has clear written communication skills, 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:**

#### **Home Delivery Tree Distribution (75%)**

- Pick up and load trees from local tree farms and nurseries
- Deliver trees to residential properties using TreeFolks truck and trailer or high-roof cargo van
- Water, label, organize, and carry trees housed at the TreeFolks nursery
- Maintain and update Airtable database of tree inventory and customer information

#### **Special Events (15%)**

- Assist with tree giveaway events
- Train volunteers at events
- Assist in event planning

#### **Customer Service & Education (10%)**

- Respond to phone and email inquiries about the home delivery program and provide assistance to participants ordering trees
- Communicate with recipients as needed about their delivery
- Give advice on proper tree care, including planting and species selection

#### **Qualifications**

- Basic knowledge of and interest in trees and native plants
- Minimum 1 year of experience with customer service or other public-facing position
- Clear written communication skills
- Attention to detail



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- Ability to repeatedly lift and carry 50+ lbs in all weather over uneven terrain
- Proficient with Google Sheets, Gmail, and Google Maps
- Ability to work independently with limited supervision
- Available to work Saturdays with adequate notice (up to 10 Saturdays during the season)
- Maintain a Texas driver's license in good standing and pass a background check

### Preferred Qualifications

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

This is a **full-time, seasonal position** working approximately 40 hours per week from **September 15, 2025, through April 30, 2026**. The position requires a mix of delivery work, nursery work, and working on-site at events. TreeFolks offers a competitive salary plus health benefits and a casual work environment. TreeFolks also provides opportunities for training, professional development, and advancement within the organization. Starting pay is **\$23.15 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: September 15, 2025**