



**JOB POSTING: Director, Urban Forestry**

Texas Trees Foundation | Dallas, TX 75247

**Office Coordinator**

**Reports to:** Chief Financial Officer

**Classification:** Part-time temporary; Nonexempt

**Location:** 3000 Pegasus Park Drive, Dallas, TX

**Hours:** Onsite T,W,Th 8:30-5 pm (requirement)

**Submittal: Please send cover letter and resume to: [beth@texastrees.org](mailto:beth@texastrees.org). Resumes will be accepted until position is filled.**

**Organization**

The Mission of the Texas Trees Foundation is (i) to preserve, beautify and expand parks and other public natural green spaces, and (ii) to beautify our public streets, boulevards and rights-of-way by planting trees and encouraging others to do the same through educational programs that focus on the importance of building and protecting the “urban forest” today as a legacy for generations to come.

The Texas Trees Foundation (TTF) serves as a catalyst in creating a new green legacy for North Texas through transformational, research-based plans that educate and mobilize the public to activate the social, economic, environmental, and health benefits that trees and urban forestry provide for a better quality of life.

Texas Trees Foundation, a 501(c)(3), makes possible a higher quality of life for citizens, visitors and businesses through research, technology, and education to strategically protect, plant and care for trees and assure that all projects show a return on investment to support growth and livability. Far more than a tree planting organization, Texas Trees collaborates with urban planners, landscape architects, developers, corporations, and municipalities to improve the overall quality of life for the citizens who call Dallas and North Texas home.

**Position Summary**

The Texas Trees Foundation Office Coordinator is responsible for day-to-day office operations and administration in the Pegasus Park office as well as the Swiss Avenue office to keep it running efficiently. This role will provide general support to staff and assist the administrative and



development teams. Timely and accurate completion of tasks is necessary for success as administration is a communicative and fast paced role. This Coordinator position serves as the first point of contact for many of our funders, volunteers, vendors, and requires an outgoing, personable and detail-oriented individual.

### **Core Responsibilities**

#### **Office Operations and Administrative**

- Answers incoming phone calls and directs appropriate staff member and/or relays detailed messages.
- Maintains office mail system including ordering postage, taking mailings to the post office, and receiving and opening mail and packages from Swiss Avenue and Pegasus Park mailboxes, ensuring they are scanned if necessary and distributed to correct staff member.
- Maintain cleanliness, oversight and organization of kitchen and storage spaces.
- Oversight and organization of space logistics including creation and monitoring of conference room calendars and organization of kitchen and storage spaces.
- Orders supplies including but not limited to desk and kitchen supplies, and business cards.
- Assists in preparing letters, packets, and other information for all departments.
- Maintains office equipment supplies and schedules repairs as needed.
- Organizes travel and accommodations for departments.
- Maintains TTF filing system, ensuring all contracts are filed appropriately.
- Waters trees in office weekly.
- Monitors email at [info@texastrees.org](mailto:info@texastrees.org).
- Update employee and board contact information
- Acknowledge staff birthdays and anniversaries and prepare and schedule company activities and events
- Inventory and record all IT equipment, and passwords

#### **Program Support**

- Order supplies, T-Shirts, snacks, and water as needed to support projects and events
- Special projects and additional duties will be assigned as organizational needs arise.

#### **Board Support**



- Assisting with compiling presentations, agenda material, and distributing in a timely manner before each meeting.
- Coordinating catering and other logistics needed for meetings.

#### **Core Knowledge, Skills, & Experience**

- Excellent communication skills with the ability to work across teams and ability to work in a team environment.
- Critical thinking skills with a focus on process improvement.
- Exceptional judgement and discretion with the highest level of integrity and confidentiality.
- Strong data entry skills with meticulous attention to details and timelines.
- Advanced working knowledge of Microsoft Suite.
- Commitment to the mission and vision of the Texas Trees Foundation.

**Work Hours/Compensation:** This is a part-time position, which provides competitive pay commensurate with experience; 75% health insurance coverage; vacation; and a supportive and engaging work environment with opportunities for professional development. Flexible schedule.