



JOB POSTING:
Project Manager & Site Lead
Rio Grande Valley

ORGANIZATION OVERVIEW

The Texas Trees Foundation (Texas Trees) is a leading urban forestry nonprofit organization based in Dallas and working throughout the state of Texas. Its mission is to improve the health of cities and people through the transformative power of trees. Over its 43-year history, Texas Trees has supported the growth and stewardship of urban forests, planting over 1.5 million trees and contributing to healthier, greener communities. Through research, education, and partnerships, Texas Trees has also become a leading voice and resource to communities and decision makers.

POSITION OVERVIEW

Texas Trees is seeking a Project Manager & Site Lead to oversee the planning implementation of urban forestry initiatives in the Rio Grande Valley. This role will manage multiple projects that expand tree canopy, reduce urban heat, and create climate-resilient, healthier learning and living environments. The current projects advance our Cool Schools Program™ and urban forestry and tree planting initiatives which currently include the grant-funded design and installation of green schoolyards across 14 campuses in Donna ISD and Mercedes ISD.

In this role, the Project Manager & Site Lead will be responsible for ensuring projects are delivered on time, within budget, and to high standard of quality. This position will coordinate partners, contractors, and internal staff; oversee implementation on school and community sites; and facilitate meaningful community engagement efforts; As Texas Trees' primary representative in the Rio Grande Valley, the Project Manager & Site Lead will also build and strengthen relationships with school districts, city officials, and community partners to expand awareness, trust and long-term program impact.

PRIMARY JOB DUTIES

Project Management & Implementation

- Manage the planning, design, installation, and maintenance phases of green schoolyards and municipal greening projects, including site assessments, risk analysis, outdoor classroom construction, irrigation, and large-scale tree planting.
- Develop and manage budgets and schedules, track expenditures, and coordinate with the internal teams on invoicing, spending, and reporting to ensure delivery within scope, time, financial targets and grant requirements.
- Manage the full procurement cycle (bid solicitation, vendor selection, negotiation, and contract execution) to engage partners such as landscape architects, tree vendors, irrigation contractors, and other entities.
- Supervise subcontractors and vendors, oversee daily work, monitor progress, and conduct site inspections to ensure quality, safety, and compliance with project specifications.
- Coordinate and align partner, contractor and internal staff contributions to collaboratively deliver on grant requirements and contractual obligations.



- Identify and mitigate risks, develop solutions, and communicate with Texas Trees leadership to resolve barriers and maintain project momentum.
- Ensure accurate documentation and compliance, including recordkeeping, reporting, permits, and safety standards; provide timely project data, updates, and stories to support communications, evaluation, and fundraising.
- Manage project closeout, including inspections, final reporting, and transition of completed sites to long-term operations and maintenance with school districts and municipal partners.
- Leverage project management systems and tools to track goals, monitor metrics, and support data-driven decision-making.

Community Engagement & Education

- Oversee community and school-based initiatives, including volunteer events, educational workshops, and quarterly community meetings that build awareness, participation, and support.
- Collaborate with school district administrators and campus leaders to integrate the Cool Schools Program™ into student learning and ensure long-term stewardship of trees and green spaces.

Relationship Development & Team Leadership

- Serve as Texas Trees' primary representative in the Rio Grande Valley, cultivating strong relationships with school districts, city officials, community organizations, and other partners. Represent the organization at webinars, presentations, and regional events to increase visibility and impact.
- Supervise and mentor internal staff and graduate student interns.
- Perform other related duties as needed.

QUALIFICATIONS/SKILLS

Required

- Bachelor's degree in Construction Management, Engineering, Urban Planning, Community Development, Environmental Science, or a related field; or an equivalent combination of education and relevant work experience.
- Minimum of 5 years of experience managing complex, multi-phase projects with multiple stakeholders.
- Demonstrated project management expertise, including budgeting, scheduling, procurement, and reporting.
- Experience supervising staff, contractors, or interns.
- Strong communication, facilitation, conflict resolution, and problem-solving skills.
- Ability to work independently, manage multiple priorities, and travel regularly to project sites.
- Ability to work outdoors in varying weather conditions and supervise active construction or planting projects.
- Flexibility to occasionally support evening or weekend community events, with periodic travel to Dallas for team collaboration.
- Must be based in Hidalgo County, Texas.



Preferred

- Spanish language proficiency.
- Cultural proficiency and experience working with diverse communities in the Rio Grande Valley.
- Established professional network in the Rio Grande Valley.
- Experience collaborating with school districts, city governments, or community-based organizations.
- Knowledge of urban forestry, arboriculture, sustainable landscape design, or environmental education.
- Demonstrated commitment to environmental sustainability and community-centered impact.

Work Hours/Compensation:

This is a full-time position, which provides competitive pay commensurate with experience; 75% health insurance coverage; vacation; personal and sick time and a supportive and engaging work environment with opportunities for professional development. This hybrid position is based in Hidalgo County, Texas, averaging 40 hours per week and requiring regular fieldwork and partner meetings and occasional travel to Dallas, Texas.

Submittal: Please send a cover letter and resume to: anabel@texastrees.org. Resumes will be accepted until the position is filled.