Field Operations Assistant

**Reports to:** Field Operations Supervisor

**Classification:** Full time, 40-hour week

**Hourly Pay:** $20/hour, with seasonal opportunities for overtime

**About Us**

At the Texas Trees Foundation, we are passionate about creating greener, healthier communities through urban forestry, education, and environmental stewardship. Our team is made up of dedicated professionals committed to making a lasting impact on the Texas landscape. We’re always looking for enthusiastic, mission-driven individuals who share our vision of a cooler, more sustainable future. Whether you're an experienced arborist, a community organizer, or just beginning your environmental career, we invite you to explore opportunities to grow with us and be a part of something meaningful.

**Position Overview**

The Field Operations Assistant will support the Urban Forestry Operations & Training Program by assisting with daily tree farm operations and providing mentorship and training support to trainees & volunteers. This role is crucial in maintaining urban forestry operations and ensuring training program efficiency.

**Essential Functions & Responsibilities**

**Program Operations & Field Support**

* Assist the operations & training team with program tasks such as coordinating trainee & volunteer activities, assist in supervising trainees & volunteers, preparing and maintaining tools, equipment, and vehicles. This includes performing daily safety inspections and ensuring seasonal upkeep.
* Provide logistical and travel support during training sessions, workshops, demonstrations, and other program events.
* Safely operate company vehicles, including trucks with trailers, and transport trainees in compliance with traffic laws and organizational safety guidelines.
* Promote a safety-first culture by identifying potential hazards, mitigating risks in the field, and ensuring proper use of personal protective equipment (PPE).
* Safely operate and demonstrate the use of hand and power tools for tasks like tree planting and maintenance.
* Perform additional tasks as needed to support Texas Trees Foundation’s projects and initiatives.
* Adhere to organizational policies, including attendance, punctuality, conduct, and safety procedures.
* Carry out maintenance tasks at planting project sites and the tree farm.

**Collaboration & Communication**

* Coordinate with the Field Operations Supervisor to ensure alignment of activities and successful completion of tasks.
* Foster positive relationships with internal teams, trainees, volunteers, and external partners.

**Required Qualifications/Skills**

* Must be 18 years of age or older.
* High school diploma or equivalent; relevant work experience may substitute.
* 1-2 years of experience in arboriculture, landscaping, urban forestry, or a related field.
* Valid Texas driver’s license with a clean driving record.
* Ability to safely operate trucks with trailers and maintain equipment and tools.
* Excellent interpersonal and intrapersonal skills with the ability to work with individuals from diverse backgrounds, work independently, as part of a team, and manage trainees effectively.
* Commitment to the mission of the Texas Trees Foundation and fostering a supportive environment for trainees.
* Physical ability to work outdoors in varying conditions, lift heavy objects (up to 50 lbs.), and perform repetitive tasks.
* Basic proficiency with Microsoft Office Suite (Word, Excel, Outlook).
* Must pass and maintain security clearance for working on school and municipal properties/initiatives.
* While this role is primarily field based, the Assistant should be comfortable in an office setting.

**Preferred Qualifications/Skills**

* Familiarity with urban forestry, arboriculture, or green-collar industry practices.
* Experience working with trainees or volunteers.

**Please send resume to the Urban Forestry Assistant Manager, Tara McCain, and the Field Operations Supervisor, Colten Riney.**

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