



## **Outreach, Volunteer & Community Education Coordinator**

Full-Time | Exempt

Trees Forever is seeking a full-time, passionate, and community-minded Outreach, Volunteer & Community Education Coordinator to engage people in meaningful environmental action. This role recruits and leads volunteers, builds partnerships, and delivers community education to inspire stewardship and strengthen local ecosystems.

### **Key Responsibilities**

- Recruit, train, and lead volunteers for planting events and community projects
- Build relationships with schools, businesses, community groups, and local partners
- Plan and deliver educational workshops, presentations, and outreach activities
- Represent Trees Forever at community events, forums, and conferences
- Support marketing and communications efforts, including social media and outreach materials
- Track participation, outcomes, and program metrics for reporting and grant needs
- Promote inclusivity and create a positive, mission-aligned volunteer experience

### **Qualifications & Skills**

- High school diploma or GED required
- Strong interpersonal and communication skills
- Excellent organizational abilities and comfort managing multiple priorities
- Ability to work independently while collaborating effectively with partners and team members
- Ability to lift and carry up to 60 pounds during planting and outreach activities
- Valid U.S. driver's license and reliable transportation
- Comfort working outdoors in various conditions and performing physical tasks
- **Preferred:** Bachelor's degree; experience with volunteers, outdoor education, or tree care; ability to operate vans/trailers (training provided).

### **Benefits**

At Trees Forever, we value the people who make our mission possible. In addition to meaningful work that helps sustain our communities, we offer a comprehensive benefits package to support your health, well-being, and work-life balance:

- Medical insurance, including an HDHP option, plus dental and vision coverage
- Short-term and long-term disability insurance
- 403(b) retirement plan with up to 4% employer match
- Group life and accidental death & dismemberment (AD&D) insurance
- Flexible Spending Accounts (FSA) and Health Savings Account (HSA) options
- Paid Time Off (PTO), including 24 hours of Personal Time Off
- 11 paid holidays, plus two floating holidays

### **Equal Opportunity Statement**

Trees Forever is an equal opportunity employer. We welcome applicants of all backgrounds and are committed to creating an inclusive, supportive workplace. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other protected characteristic under applicable law.