



**Job Title:** Program Events Lead

**Supervisor:** Planting Programs Manager

**Status:** Seasonal part-time, some weekends required

**Hourly Rate:** \$26.00

### **Summary**

This Program Event Lead assists with meeting the goals and needs of the planting programs events and utility tree distribution events. These events comprise most of Trees Matter's events including the Trees for Schools program, Community planting events, and the SRP Shade Tree Program across the Valley primarily in the Spring and Fall. The event lead's focus is to support every component of each event from set up, coordination, flow, and take down. This position has some physical components especially during set up and take down and during tree plantings. The Event lead would work with Trees Matter staff including the Planting Programs Manager, Utility Shade Tree Program Manager, and the Outreach Manager. Other than attending events on the day of the event, the Event Lead will meet for planning meetings and attend site visits at sites where events will happen. The seasonal aspect of events for Trees Matter tends to be Spring and Fall.

### **Essential Job Functions**

- Help with directing and managing the contractors hired and volunteers to assist with event facilitation.
- Meet with Program Managers to plan and coordinate day of event needs.
- Help lead set up, day of facilitation, and take down.
- Support packing and equipment set/up and take down of each event assigned

### **Time Commitment:**

Events are from March to May and September through December, usually 2-8 events per month. Annually the event lead would attend 8-16 events. Events are held on select weekdays and Saturdays with notice provided in advance. Outside of the event days some hours will be spent at site visit and preparation meetings.



### Requirements:

- Access and use of reliable personal vehicle to drive to SRP events
- Must be punctual and reliable
- Have a clean criminal record (fingerprint clearance card is a plus) – we work with kids!
- Attend and assist at most Trees Matter events
- Attend pre-event coordination prep meetings (virtual or in person) before every event
- Must be able to lift 30 pounds and be outside in the heat during extended periods of time

### Qualifications

- Event management or planning experience
- Strong organizational skills with the ability to multitask and prioritize daily work
- Ability to work varying schedules, including weekends, weekdays, & evenings as needed
- Strong written, phone and oral communication skills, bi-lingual Spanish ability a plus.
- Ability to work independently as well as in a group-oriented environment.
- Ability to set priorities, reach goals, and evaluate and report results
- Attention to detail in a fast-paced team environment.
- Cultural sensitivity/excellent cross cultural communication skills
- Strong interpersonal and customer service skills and comfortable with cheering on our volunteers
- Proficiency with Microsoft Office and donor and/or contact databases, and email/internet software, knowledge of Wild Apricot is a plus.
- Understanding of Sign-Up Genius for volunteers is a plus.
- Must have a valid driver's license, active insurance policy and access to reliable transportation.

### Applying

Please apply here: <https://forms.gle/pdZabRqwNkrQanJGA>

Please submit your resume and any questions or correspondence to: [info@treesmatter.org](mailto:info@treesmatter.org)