JONES FAMILY TREE SERVICE

Administrative & Operations Assistant

Location: Salyer, CA (Trinity County) | In office 5 days/week for the first 4 months; partial hybrid possible for the right person
Pay: $20 – $30/hr, DOE
Type: Part-time | Non-exempt | At-will

About Jones Family Tree Service

We protect Northern California homes and landscapes — and we're growing.

Jones Family Tree Service is a young, family-owned company providing expert tree care and wildfire mitigation across Trinity and Humboldt Counties. Our work matters to the communities we live in, and it comes with real challenges:

- Wildfire risk keeps rising in the rural communities we serve
- Our clients range from homeowners to public agencies, each with their own paperwork, deadlines, and expectations
- A growing field crew needs an equally strong, organized office behind it

That's where you come in. We need the right person behind the scenes helping us do this work well.

The Role

This is an assistant role working directly with the owner to keep the business organized, compliant, and moving forward. A big part of the job is building our internal workflows and processes, then refining them until they run seamlessly. Your work is visible, and the role grows as you do.

What you'll do

- Keep schedules, records, and deadlines organized so nothing slips through the cracks
- Support the financial side of the business — billing and recordkeeping
- Help tell our story through photos, videos, and social media
- Be a warm, professional first point of contact for our clients
- Help track new work opportunities and grow our community relationships
- Take ownership of new or unfamiliar processes and see them through to the finish
- Build, test, and refine internal workflows and processes until they run smoothly

How we work

- The safety and professionalism our crews show in the field is reflected in the office
- We build and rebuild our processes until they feel seamless
- We talk openly about what's working, what isn't, and what's needed
- We learn by doing — and we lean on trusted outside resources when something is new
- The owner makes the big decisions. You'll support those decisions and learn when to act on your own and when to bring something forward
- In the beginning, all final drafts of communications, ideas, and content come to the owner for review before they go out. As trust builds, so does your independence

Our values

- **Integrity > Convenience** – Speak up, even when it feels awkward or hard.

- **Ownership > Employment** – Own the outcome, without shame when something goes wrong.
- **Solutions > Waiting for Instruction** – Find a way forward and see it through.
- **Curiosity > Assumption** – Understand why things worked, and why they didn't.
- **Resilience > Perfection** – Keep a beginner's mindset. Trial and error is part of building.

Skills & Qualifications

We'd love to hear from you if you…

- Communicate clearly and kindly, by phone and in writing
- Manage multiple priorities on your own without daily supervision
- Are a self-starter who picks up new tools and processes quickly
- Are comfortable with Google Workspace or Microsoft Office
- Handle confidential business and employee information with discretion
- Have a valid California driver's license and can commute to our Salyer office

Bonus points for: office or administrative experience; bookkeeping or invoicing software; content creation or social media; public agency bidding; or a background in tree care, forestry, or construction.

Don't check every box? Apply anyway. We hire for strengths and potential, and we'll help you grow into the rest.

Schedule & Work Environment

Monday – Friday, 9:30 AM – 2:30 PM (25 hrs/week). For the first four months, this role is in office all five days so you can learn the business hands-on alongside ownership. After that, a partial hybrid schedule may be available for the right person.

Pay & Benefits

- Pay: $20 – $30/hr, DOE
- Paid time off
- Health and professional development support
- Room to grow into a larger role as the company grows

Hiring Process

1. Apply online or give us a call
2. Short phone conversation
3. In-person interview at our Salyer office
4. Reference checks
5. Offer

Apply

Online: www.jonesfamilytreeservice.com/careers
Phone: 707-878-7337

This job description is not a contract of employment, express or implied, nor a guarantee of hours or continued employment. Employment with Jones Family Tree Service is at-will, consistent with California law. We are an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, disability, or protected veteran status.