



Our mission is ... to approach every job with professionalism, integrity, and the skills to mitigate safety hazards.

Administrative & Marketing Assistant

Jones Family Tree Service | Trinity County, CA – Remote-Optional | At-Will | Non-Exempt | Compensation: DOE

ABOUT THE ROLE

Jones Family Tree Service is seeking an experienced, self-directed Administrative & Marketing Assistant to support daily business operations across our tree service and fuels mitigation divisions. This is a wide-ranging role that keeps the business running behind the scenes — managing client communication, scheduling, invoicing, permits, contracts, market research, and our online and social media presence.

You will work closely with the owner and operations leadership in a small, fast-moving company where your contribution is visible and your judgment is trusted. This position offers flexibility to work remotely or from our Trinity County office depending on your preference and business needs.

Employment is at-will — either party may end the employment relationship at any time, with or without cause or notice. Hours may vary based on business workload and seasonal demand. This role may also transition into other duties as assigned.

KEY RESPONSIBILITIES

Client Communication & Phones

- Answer incoming calls and respond to client inquiries promptly and professionally
- Serve as the first point of contact for new and existing customers
- Schedule estimate appointments, confirm jobs, and send follow-up and thank-you communications
- Handle client concerns with patience and escalate to the owner as needed

Market Research & Business Development Support

- Conduct market research on local competitors, service pricing, and regional demand for tree care and fuels mitigation services
- Research prospective municipal, HOA, utility, and agency contract opportunities; maintain a tracker of active bids and deadlines
- Monitor industry trends in arboriculture, WUI mitigation, and forestry to keep leadership informed

- Identify and compile contact lists for targeted outreach to property managers, developers, and land agencies
- Support the owner with research on equipment, vendors, subcontractors, and pricing benchmarks
- Assist in preparing proposals, capability statements, and marketing materials for new contract pursuits

Scheduling & Calendar Management

- Manage the owner’s calendar, appointments, and daily schedule
- Coordinate estimate visits, crew job assignments, and project timelines
- Proactively identify scheduling conflicts and keep operations running smoothly
- Maintain an organized, up-to-date job pipeline

Invoicing, Billing & Bookkeeping Support

- Generate and send client invoices using company software
- Track outstanding invoices and follow up on past-due accounts
- Record payments and maintain organized financial records
- Coordinate with the owner and outside accountant as needed

Permits, Contracts & Document Management

- Research and assist in obtaining tree work permits from local municipalities and counties
- Organize and maintain contracts, certificates of insurance, vendor agreements, and project documents
- Track licensing, insurance renewals, and compliance deadlines
- Support bid preparation and contract documentation for fuels and agency projects

Social Media & Marketing Support

- Manage and grow Jones Family Tree Service’s presence on Instagram, Facebook, and Google Business
- Create and schedule content including job site photos, before/after posts, and community highlights
- Respond to reviews, messages, and comments in a timely, professional manner
- Assist with email marketing, seasonal promotions, and basic brand campaigns
- Maintain a consistent, professional brand voice across all platforms

REQUIRED QUALIFICATIONS

- 2–4 years of administrative, office management, or business support experience
- Professional phone manner and strong written communication skills
- Proven ability to manage multiple priorities independently without daily supervision
- Proficiency with Google Workspace or Microsoft Office; comfortable learning new software quickly
- Experience with invoicing, scheduling, or CRM software (QuickBooks, Jobber, or similar)
- Social media management experience — content creation, scheduling, and engagement
- Valid California driver’s license and ability to travel to the office or job sites in Trinity/Humboldt County

- Trustworthy and discreet with confidential business and employee information

PREFERRED QUALIFICATIONS

- Knowledge of California HR and record-keeping requirements
- Graphic design or content creation skills (Canva, Adobe, or similar)
- Experience in construction, tree care, or forestry business

SCHEDULE & WORK ENVIRONMENT

Monday – Thursday: 10:30 AM – 3:30 PM (20 hrs/week). This is a part-time position. This position offers flexibility to work from our Trinity County office, from home, or a combination of both. Core availability during scheduled hours is required.

COMPENSATION

\$22–\$32/hour DOE, based on experience and skill set. Strong potential to grow into a full-time, year-round Office Manager or Operations Coordinator role as the company expands.

BENEFITS

Paid Sick Leave: 1 hr per 30 hrs worked; minimum 40 hrs/year per California law. Not paid out upon separation. Available after 90 days.

Health: Health benefits become available if and when average hours reach 30+ per week. At that time, a monthly HSA stipend toward a qualifying HDHP/HSA-eligible plan is provided.

Additional: Education and professional development stipend · Mileage reimbursement (IRS rate) for approved work travel · Flexible work location · Growth pathway into Office Manager or Operations Coordinator

WHY JONES FAMILY TREE SERVICE

Jones Family Tree Service is a young, family-owned company built on a genuine commitment to safety, professionalism, and community. We do meaningful work — protecting Northern California homes and landscapes through expert tree care and wildfire mitigation — and we need the right person behind the scenes helping us do it well.

This is not a role where you will be handed a rigid manual and left alone. You will have real access to leadership, real influence over how systems are built, and real room to grow as the company scales. If you are an experienced professional who wants to be a trusted, essential part of a small team building something worth building — we want to hear from you.

This job description does not constitute a contract of employment, express or implied, nor a guarantee of hours or continued employment. Employment with Jones Family Tree Service is at-will and may be terminated by either party at any time, with or without cause or notice, consistent with California law.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

 **Apply:** Info@jonesfamilytreeservice.com  **Call:** 707-878-7337