



**Professional Arborist Association of Mississippi
PO Box 9681
Mississippi State, MS 39762**

**NOTICE OF JOB ANNOUNCEMENT
INDEPENDENT CONTRACTOR (ADMINISTRATIVE COORDINATOR)**

CONTRACT: \$16,632.00 annually

OPENING DATE: April 10, 2026

CLOSING DATE: Applications will be accepted until 5 PM on **April 24, 2026**

The Professional Arborist Association of Mississippi (PAAM / Association) is a not-for-profit association that serves over 200 professional arborists, contractors, utilities, municipalities, associated businesses, suppliers, and others working to foster public appreciation of urban trees and stewardship of community forests.

PAAM is seeking an independent contractor to support the Association in an intermittent role as Administrative Coordinator.

MANAGEMENT STRUCTURE:

The Administrative Coordinator reports directly to the Executive Committee, which consists of four Officers and ten Board Members. The Administrative Coordinator is not a member of the Executive Committee. All policies and procedures are established by the Executive Committee, which is elected by the Association membership, and are subject to change. The successful applicant will receive a 1099 tax form at the end of year.

ESSENTIAL FUNCTIONS include, but not limited to:

- 1) Coordinates activities approved by the Executive Committee in support of the Association's *Strategic Plan*, particularly the Association's Annual Conference following the *Annual Conference Operating Policy*.
- 2) Attends Executive Committee meetings, Annual Conference, and Association functions in person, or as required.
- 3) Manages Association memberships, insurance paperwork, and registration for the annual conference and not to exceed four workshops per year, as outlined in the Association's *Strategic Plan*.
- 4) Collaborates with Association Treasurer and Secretary to manage accounting and communication with Association members regarding the Association's Annual Conference and workshops.



MINIMUM QUALIFICATIONS:

- 1) Initiative to grow the Association, engage professionals in arborist and arborist-adjacent positions, and reach new stakeholders;
- 2) Self-motivated individual with excellent organizational, communication, and problem-solving skills;
- 3) Previous experience coordinating events for an organization;
- 4) Ability to complete assigned tasks in a reliable and timely manner;
- 5) Access to all equipment (laptop, printer, cell phone, etc.) needed to complete duties;
- 6) Proficiency in Microsoft Word, PowerPoint, Excel, Publisher, and Outlook;
- 7) Familiarity with video conferencing via ZOOM, Teams, and other online meeting platforms;
- 8) Familiarity with online payment systems via Eventbrite, PayPal, Square, RegFox, etc.;
- 9) Access to reliable and insured transportation for statewide travel (Limited overnight travel and some day trips will require hauling small items. Authorized travel expenses will be reimbursed); and
- 10) Liability insurance with certificate of insurance issued to PAAM.

PREFERRED QUALIFICATIONS:

- 1) Experience in fundraising and grant administration; and
- 2) Awareness of the fields of urban forestry and arboriculture.

APPLICATION:

Submit cover letter, resume, and references to: arborist.assn.ms@gmail.com

INTERVIEW:

The Position Development Committee will conduct oral interviews. Qualifying applicants will be notified of the date, time, and location.

For further information contact:

Kevin Locke

PAAM President

KevinLocke@meridianms.org

PAAM Executive Committee