

the SAN JUAN
PRESERVATION
TRUST

Volunteer and Outreach Coordinator

Location:	San Juan Islands, WA
Salary	\$50K–\$60K
Benefits:	Benefits include 2 weeks paid vacation in year 1, increasing thereafter; health insurance; 3% match for IRA contributions; 12 days medical/family leave, and 10 paid holidays/yr.
Hours:	Full-time, Exempt (salaried) Employee, 40 hrs/week
Reports to:	Director of Communications & Outreach
Work Location:	Hybrid, combining telework with in-person time at SJPT’s main office in Friday Harbor, with frequent travel to other islands for events and meetings.
Closing Date	November 19, 2021

SUMMARY OF POSITION

The Volunteer and Outreach Coordinator (VOC) supports the Preservation Trust’s volunteer, outreach, and communications programs. This position reports to the Director of Communications & Outreach and works collaboratively with professional staff in all five of our program areas: Conservation, Stewardship, Communications/Outreach, Fundraising, and Administration.

As one of the most publicly visible members of the Preservation Trust’s staff, the VOC is a key representative of the organization’s brand and core values, including our commitment to apply a Justice, Equity, Diversity, and Inclusiveness (JEDI) lens to all we do.

ORGANIZATIONAL PROFILE

The San Juan Preservation Trust (www.sjpt.org), founded in 1979, is a private, 501(c)(3) nonprofit land conservation organization dedicated to helping people and communities conserve land in the San Juan Islands of Washington State. It was awarded national accredited status by the Land Trust Accreditation Commission in 2012 (renewed in 2017), joining a prestigious group of some 400 land trusts (out of more than 1,300 nationally) to achieve this distinction since the accreditation program was launched in 2008.

Since its founding, the Preservation Trust has permanently protected more than 300 properties, encompassing some 50 miles of shoreline and 19,000 acres on 21 islands, including land now managed as nature preserves, wildlife habitats, public parks, and working farms and forests.

The Preservation Trust is governed by a volunteer Board of Directors and employs a professional, full-time staff of 10–15. It is headquartered in the town of Friday Harbor on San Juan Island, which is served by the Washington State Ferry System. Financial support comes from the voluntary contributions of nearly 3,000 private individuals, families, and foundations. The Preservation Trust is not affiliated with any government agency and does not receive tax revenue.

Our **MISSION** is to:

- CONSERVE the natural beauty, vital ecosystems, and unique character of the San Juan Islands for future generations;
- CARE for the lands and waters under our protection, with our partners;
- CONNECT people to nature, to each other, and to the Preservation Trust.

POSITION DESCRIPTION

This position has two main components:

1. **Volunteer coordination.** The volunteer program provides SJPT staff with assistance in the daily duties of the organization (ranging from help with stewardship “work parties” to office and communications support), while also providing SJPT donor/members with a rewarding and enjoyable experience.
2. **Outreach/educational event coordination.** In fulfilling its mission mandate to “connect people to nature, to each other, and to the Preservation Trust,” SJPT organizes a series of events and outings each year. These range from our Annual Meeting (an indoor and/or virtual gathering of 120+ people) to guided nature walks, casual gatherings, and boat trips that highlight SJPT-protected properties. One of our strategic priorities is to increase educational engagement to cultivate the next generations of conservationists (kids, young adults, and families), partnering with schools and other organizations to use SJPT preserves as outdoor learning landscapes.

Our volunteer and outreach/educational programs seek to be inclusive, reaching beyond SJPT’s traditional supporter base in providing engaging experiences for all age groups that foster an appreciation of nature and land conservation.

DUTIES AND RESPONSIBILITIES

Volunteer Coordination

- Translate SJPT’s strategic goals into building a vital, comprehensive, and inclusive volunteer program.
- Develop and refine volunteer management processes. Review volunteer applications and ensure candidate information is accurately entered in SJPT database.
- Recruit and coordinate volunteer Preserve Stewards and other program volunteers. With Stewardship and Conservation staff, develop training protocols and coordinate volunteer training.
- Provide training so volunteers can perform designated tasks with confidence and a clear understanding of expectations. Provide opportunities for two-way feedback.

- Develop a recognition program that allows volunteers to feel appreciated and connected with the Preservation Trust and its mission.
- With Stewardship staff, plan and facilitate fieldwork outings for volunteers.

Communications and Outreach

- With Communications/Outreach staff, plan and promote an annual schedule of SJPT events and outings that support our mission to connect people with land and the natural world.
- Coordinate and publicize all events and outings by posting event information on website and social media platforms, managing signups and attendance lists in our database, and communicating with attendees about logistical details before each event.
- Assume the lead role in developing and maintaining SJPT's social media outreach.
- With other staff, establish partnerships with schools, youth organizations, tribes, and other partners to advance SJPT's mission and strategic goals.
- Serve as a leader/naturalist guide for volunteer work parties and member outings, supplementing Stewardship staff as needed.
- Serve as support staff for the Connect board committee and related working groups.
- Serve as staff lead for SJPT internship programs.

General: Provide program assistance in other areas as needed.

REQUIRED QUALIFICATIONS

- Bachelor's degree in a related field (e.g., environmental science, education, communications)
- Minimum of 3 years of work experience in a related field (nonprofit experience a plus)
- Experience in recruiting and managing volunteers
- Experience as a naturalist/guide/counselor in a nonprofit or commercial setting
- Exceptional ability to manage multiple tasks, self-starting and proactive, dedicated to driving projects and other assignments to completion
- Experience with community engagement using social-media platforms, including Facebook, Instagram, and YouTube. Photography and video production skills a strong plus
- Professional, personable, and willing to wear multiple hats in a small-nonprofit setting
- Excellent communication skills (written and interpersonal)
- Ability to work independently with confidential information
- Ability to work effectively with a broad variety of individuals and political perspectives
- Ability to work on occasional weekends and evenings
- Skills desired with MS Office suite and donor database/CRM software. Familiarity with Adobe CC apps (Photoshop, Premiere Pro, etc.) and email marketing platforms a plus.
- Full-time resident of the San Juan Islands

- Strong belief in, and dedication to, SJPT’s mission and values, with a commitment to helping the organization advance in its journey toward greater Justice, Equity, Diversity, and Inclusion (JEDI).

Additional qualifications: Candidate must be able to thrive within a small-nonprofit environment and work independently, possess a strong belief in the importance of land conservation, and demonstrate a passion for protecting and enjoying the natural wonders of the San Juan Islands. WA State driver’s license and full COVID-19 vaccination a prerequisite.

To apply: Send resume and cover letter via email to jobs@sjpt.org by **November 19, 2021**.