



## **Volunteer and Outreach Coordinator**

**SUMMARY OF POSITION:** The Volunteer and Outreach Coordinator supports the Preservation Trust's volunteer, outreach, and events programs. This position reports to the Director of Communications and Outreach and works collaboratively with Stewardship, Communications/Outreach, and other professional staff. This is a full-time, exempt (salaried) position.

This position has two primary 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 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 lunch for 120 people) to guided nature walks and boat trips that highlight SJPT-protected properties. One of our strategic priorities is to increase educational engagement with the next generations of islanders (kids, young adults, and families), partnering with schools and other organizations to use SJPT preserves as living laboratories and venues for creativity in the arts.

The 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 land conservation and the natural environment.

### **Duties and Responsibilities:**

#### **Volunteer Coordination 50%**

- With other SJPT staff, identify opportunities to expand volunteer programming among our supporters and members of the general public.
- With other staff, develop and refine online volunteer management processes. Review candidate applications, screen as necessary, and ensure candidate information is accurately entered in SJPT database.
- Recruit and coordinate volunteer Preserve Stewards and other program volunteers, such as Western Bluebird Project volunteers. With Stewardship 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 50%**

- Post event information on website and social media platforms and manage signups and attendance lists in our database/CRM system.
- With Communications/Outreach staff, plan and market an annual schedule of SJPT events and outings that support our mission to connect people with land and the natural world.
- Assume a leadership role in developing and maintaining SJPT's social media outreach.
- With other staff, help establish partnerships with schools, youth organizations, and other nonprofits 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 related board committees and working groups.
- Serve as staff lead for SJPT internship programs.

### **QUALIFICATIONS:**

- Bachelor's degree in a related field (e.g., environmental science, education, communications)
- Minimum of 3–5 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
- Skills desired with marketing via social-media platforms, including Facebook, Instagram, and YouTube. Complementary skills with photography and video filming/editing a strong plus
- Professional and personable
- 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 build relationships with staff, trustees, landowners, donors, and volunteers
- Ability to work on occasional weekends and evenings
- Skills desired in Adobe Creative Cloud apps (Photoshop, Premiere Pro, etc.), MS Office, and donor database/CRM software
- Full-time resident of the San Juan Islands

**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 outdoor wonders of the San Juan Islands. WA State driver's license a prerequisite.

### **BENEFITS:**

- Competitive full-time salary with medical insurance and paid vacation/sick leave
- Opportunities for training and professional growth in job-related skills and the land-trust/conservation field
- Flexible hours, depending on demands of weekly or monthly work schedule

**TO APPLY:** Send résumé and cover letter via email to Craig Canine, Director of Communications and Outreach, at [craig@sjpt.org](mailto:craig@sjpt.org). Please include “Coordinator Position” in the subject line.

**APPLICATION DEADLINE:** March 8, 2019

*The San Juan Preservation Trust ([www.sjpt.org](http://www.sjpt.org)) is a private nonprofit organization that conserves and protects open space, scenic views, forests, agricultural lands, habitats, watersheds, wetlands, and shorelines in the San Juan Archipelago. The San Juan Preservation Trust is an equal opportunity employer.*