Job Title: Volunteer & Community Outreach Coordinator

Position Description: The Volunteer & Community Outreach Coordinator will be responsible for recruiting, training, and managing volunteers as well as creating and executing volunteer events. Candidates should have basic CRM database and social media knowledge.

Qualities: Qualified candidates are expected to be friendly, outgoing, organized, and have a team-player attitude. In addition, successful candidates will have a willingness to confidently and positively engage with the community and collaborate creatively with our various partners.

Rate: $16 per hour

Hours: 15-20 hours per week (some weekends required)

Job Responsibilities/Duties:

- Coordinator will train and recruit volunteers for all of our different Programs including H.O.M.E, F&WW, and our fiscally sponsored project--the Community Garden (more info on Programs can be found on our website). This person is also expected to attend all volunteer events unless there is a pressing scheduling conflict.
- This position is expected to organize and execute at least three volunteer events that are not on-going or part of a specific program, i.e. fuels reduction for CFR, for 2022. This could be a clean-up or seed collecting event that would be an opportunity for the public to volunteer.
- This position is expected to seek collaboration with other agencies, schools, and businesses in order to promote and create positive community involvement.
- Volunteer Coordinator will attend outreach events and create outreach materials to distribute to the public (flyers, etc.).
- This position will create social media content specific to their role, so should be competent to social media trends and functionality
- This position will be trained and be skillful at updating activity timelines, contacts, and completing other basic functions within Salesforce.
- Volunteer & Community Outreach Coordinator will also be managing and creating Volunteer Campaigns & Reports within Salesforce
- Volunteer & Community Outreach Coordinator will attend Staff meetings and Board Meetings

Interested candidates can apply by sending their resume to email@mountshastaecology.org