



Title: Volunteer and Events Coordinator
Reports To: Director of Forestry
Classification: Seasonal, Part-time, Non-Exempt
Pay: DOQ

Job Purpose:

The Volunteer and Events Coordinator is driven to positively impact the community by improving the environment, building relationships and transforming lives. Manage volunteers, volunteer opportunities and events to ensure a rewarding participant experience.

Essential Functions/Primary Duties:

Research, Recruitment, Reporting, Relationship-Building and retention of volunteers.

1. Research relevant sources of volunteers and recruit to meet goals.
2. Coordinate volunteers during Forestry events
3. Support the Forestry department during preparation for planting events including effective communication with volunteers and partner communications staff.
4. Facilitate discussions with key program staff to assess needs, opportunities and expectations
5. Coordinate volunteer recognition process.
6. Act as a Liaison between volunteers and events.
7. Facilitate volunteer events (requires frequent Saturday hours and reliable transportation May/June and Sep/Oct) and provide event support including hospitality and documentation.
8. Update and maintain Tree Trust website and social media presence.
9. Collaborate with key staff to develop an organization-wide volunteer strategy, including creating and maintaining volunteer opportunities, training, policies, etc.

Administrative and Events

1. Manage database of volunteers.
2. Coordinate planting calendar to assess the need of volunteers.
3. Facilitate with organization of events.
4. Resource donations of food and other volunteer support at events.
5. Other duties as assigned

Qualifications/Skills Required:

We are seeking candidates who can demonstrate a combination with effective relational skills. Specific required traits include:

- A Bachelor's degree or equivalent education and experience.
- A minimum of 3 years of experience in Non Profit organizations.
- A minimum of 2 years of experience in volunteer management.
- Interpersonal Skills – excellent verbal communication skills, practices active listening, enjoys finding connections to build relationships.
- Detail-Oriented – demonstrates accuracy and thoroughness in all work; pays close attention to detail, has strong organizational skills, and exercises timely follow-up.
- Results Driven – works well independently, takes sensible initiative, and has personal accountability.
- Adaptability – has ability to adjust to changing priorities; exhibits a willingness to try new things.
- Project Management – can manage multiple tasks with competing deadlines in a fast paced, results-oriented environment.
- Collaboration – has ability to coordinate with staff to collect data and material necessary to plan events.
- Problem Solving – identifies and resolves problems in a timely manner; gathers and analyzes information skillfully

- Computer Skills – Proficient in Microsoft Office Suite, Social Media, WordPress Website program.
- Ability to sit or stand for extended periods
- Ability to pass a criminal & motor vehicle background check.
- Flexibility in schedule including frequent early Saturday morning activities as well as some evening activities.

**To apply, please complete and submit the application at <https://www.surveymonkey.com/r/NWMHYSN>
Tree Trust is an Equal Opportunity Employer**