



WHATCOM
LAND TRUST
EST. 1984

JOB ANNOUNCEMENT: VOLUNTEER COORDINATOR

Location: 412 N. Commercial Street, Bellingham, WA 98225

Pay: \$22-24 per hour, non-exempt

Schedule: 40 hours per week, generally Monday through Friday, 8:30- 5:00 p.m., with some weekend and evening hours. Some remote work is negotiable.

Benefits: These include, but are not limited to, competitive health benefits, an up to 3% retirement match, holidays, sick time, vacation hours that increase with tenure, and a cell phone stipend.

Posted: **January 23, 2025**. Open until filled. First screening date: February 10, 2025

About Whatcom Land Trust

Whatcom Land Trust is a nationally accredited non-profit organization with the mission to preserve and protect wildlife habitat, scenic, agricultural and open space lands in Whatcom County for future generations by securing interests in land and promoting land stewardship. Since 1984, the Land Trust has protected over 26,000 acres.

Position Summary

The Volunteer Coordinator primarily supports the Land Trust's stewardship and community engagement programs under the supervision of the Stewardship Director, and support from the Communications Director. The Volunteer Coordinator is responsible for recruiting and building positive relationships with a diverse volunteer pool, coordinating and leading volunteer events and activities, coordinating volunteer needs from other Land Trust staff, and managing volunteer systems and databases. Current volunteer programs include Saturday work parties, Field Fridays, Volunteer Land Steward program, and the Volunteer Ambassador Program. The ideal candidate will be outgoing, can easily make connections with people, will be a great public speaker, and is willing to both spend some days in the field and multiple days in the office.

Key Responsibilities

While this posting does not contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, those that are most common presently are listed below. These may change or new ones may be assigned at any time with or without notice:

- Recruit and manage volunteers for a variety of Land Trust-hosted and community events.
- Maintain, build and improve positive relationships with diverse community members.
- Coordinate and lead weekend and weekday volunteer work parties on Land Trust properties to involve the community in completing land management needs.
- Recruit, train, and coordinate skilled volunteers for office needs, tabling events, educational tours on Land Trust lands, setting up and cleaning after Land Trust events, and other activities as needed.

- At events, trainings and other public engagements, speak to the Land Trust’s mission and impact, building a culture of stewardship and empowering volunteers and community members to take ownership of the Land Trust’s mission.
- Collect, record, manage, and improve volunteer databases including email lists, contact information, volunteer hours, and event information.
- Coordinate with communications staff to prepare and maintain informational displays, publicity materials and volunteer training materials, and to assist in updating website, Facebook page, publications, and other social media platforms.
- Assist staff in other departments as needed to further the Land Trust’s mission, including updating policies and procedures, reporting monthly volunteer metrics, updating database, recruiting volunteers to support office building maintenance, general administrative duties, and attending weekly staff meetings.

Qualifications

- Degree in environmental and/or educational field, or 2+ years relevant work experience.
- Passion for Whatcom Land Trust’s mission; enthusiastic and energetic.
- Proficient in giving public speeches and presentations and engaging with the public.
- Excellent time management, organizational skills, and ability to delegate tasks.
- Strong communication skills, both verbally and in writing with diverse volunteers, the public, media, professional colleagues and governmental entities.
- Ability to work independently and as part of a team.
- Competent with standard computer software, including Microsoft and Google suites.
- Ability to navigate and post to social media platforms, including Facebook and Instagram.
- Ability to carry a minimum of 40 lbs, and to walk multiple miles over uneven terrain for 8 hours.
- Ability to work weekends and evenings for events throughout the year.

Desired Qualifications

The best applicants will also have:

- Experience working at a nonprofit
- Experience managing volunteers and groups of people
- Familiarity with managing databases

To Apply

Email a cover letter, resume, and contact information for three references (ideally in a single PDF) to officemanager@whatcomlandtrust.org with “Volunteer Coordinator” in the subject line. We will not contact your references without notifying you prior. You may also hand deliver your application if needed. Please include in your cover letter a description of your interest in working for Whatcom Land Trust, your qualifications for the position, and relevant experience. The position is open until filled and screening of applications begins February 10, 2025.

Whatcom Land Trust is an equal opportunity employer and does not discriminate in hiring based on state or federally protected classifications, including but not limited to race, color, national origin, ancestry, religion, creed, sex, pregnancy, sexual orientation, gender, gender identity, disability, use of trained service animal, honorably discharged veteran or military status, age or genetic information.