



## **Volunteer Coordinator – Whatcom Land Trust**

412 N. Commercial Street, Bellingham, WA 98225

[www.whatcomlandtrust.org](http://www.whatcomlandtrust.org)

### **Mission:**

Whatcom Land Trust is a non-profit organization and is an accredited land trust. The mission of the Whatcom Land Trust is 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.

### **Position Summary:**

The Volunteer Coordinator primarily supports the Land Trust's land stewardship and community engagement programs under the supervision of the Stewardship Director. The Volunteer Coordinator is responsible for building and maintaining positive relationships with a diverse volunteer pool, coordinating volunteer events and activities, and working with volunteers and other Land Trust staff. This includes coordinating and leading volunteers in weekday and weekend work parties on Land Trust Lands to complete land management needs, office building and landscaping maintenance, outreach support, property tours, large community events, and other needs as they arise. While the Volunteer Coordinator will primarily be working with the stewardship and outreach departments, they will work with all other departments to secure volunteers for additional needs.

### **Position Responsibilities:**

- 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.
- Coordinate and work with stewardship staff on Land Trust lands to complete land management needs, including invasive species removal, trail work, general maintenance, and planting.
- 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.
- Collect, record, manage, and improve volunteer databases including email lists, contact information, volunteer hours, and event information.
- Coordinate with outreach and 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.
- Solicit donations from local businesses for volunteer appreciation gifts and professional services on Land Trust lands.
- Assist staff in other departments as needed to further the Land Trust's mission, including grant writing, updating policies and procedures, reporting monthly volunteer information to Board of Directors, general administrative duties, and attending weekly staff meetings.

### **Required Qualifications:**

- Degree in environmental and/or educational field, or similar work experience.
- Passion for Whatcom Land Trust's mission; enthusiastic and energetic.
- Comfortable giving public 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.
- Willingness to work in both an indoor and outdoor setting in all types of weather.
- Ability to carry a minimum of 40 lbs and walk multiple miles over uneven terrain.
- Ability and willingness to learn how to safely operate and maintain tools, including brush-cutters, and various hand tools.
- Willingness to work weekends and evenings for events throughout the year.
- Valid insurable driver's license

**Desired Knowledge, Skills and Abilities:**

- Knowledge of and/or experience in restoration ecology, protected land management techniques, and natural history of the Pacific Northwest, or a strong willingness and ability to learn.
- Work experience at a nonprofit
- Work experience leading groups of volunteers
- Familiarity with managing and improving databases

**Compensation**

This position is currently full time hourly, \$17-20/hour DOE, based in Bellingham.

Whatcom Land Trust provides competitive health benefits, retirement match, and vacation leave.

**To Apply**

Email a letter of interest and resume (PDF only), and contact information for minimum of three references to [stewardship@whatcomlandtrust.org](mailto:stewardship@whatcomlandtrust.org) with "Volunteer Coordinator" in the subject line. We will not contact your references without notifying you first. Please include the following in your cover letter:

- A description of your interest in, and qualifications for, this position, and where it might fit into your career objectives; and
- Your commitment to, and experience with, diversity, equity, and inclusion.

Screening of applications begins August 2<sup>nd</sup>, 2022. This position is open until filled.

*Whatcom Land Trust is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.*