



Job Announcement:

Island Marble Butterfly Volunteer Coordinator

www.onsacredgroundlandtrust.org

Desirable & big picture qualifications

Are you passionate about conservation? We're looking for someone who has:

- Expertise in environmental stewardship
- Experience working with imperiled species or in conservation
- Knowledge of the San Juan archipelago's ecosystem and its human communities
- Ability to network effectively, coordinate between multiple parties, and manage multiple competing priorities
- Proven leadership skills with a focus on volunteer coordination, mentorship and/or education
- Willingness to dig in and get dirty in the field along with volunteers

A successful candidate will have these key characteristics:

- Integrity, charisma, diplomacy, accountability, leadership, discretion, decisiveness

Technical qualifications

- Demonstrated administrative capacity to use (or learn) integrated mid-level software tools to recruit and coordinate a volunteer corps (e.g. website management, online calendar, email, mobile phone, social media)
- Communication skills, both written and oral (e.g. ability to draft, edit, and share accurate information)
- Data management proficiency (e.g. capacity to craft and manage data collection forms, data entry and storage, basic data analysis and reporting, basic GIS)
- Capacity to navigate the virtual office landscape (e.g. organize, host, and/or participate in virtual meetings, create and upload embedded calendars, post images and videos to the web, coordinate with teammates and external partners using digital tools)
- Possession of, or ability to obtain, a standardized first aid certification

Physical requirements:

This work may require working outside in adverse weather conditions, including carrying equipment while walking over uneven terrain. Travel in the San Juan Islands will be required as part of the job. Proof of current COVID-19 vaccination and adherence to all workplace safety protocols is required for this position.

Position Start Date: August 1st, 2022. This is a part-time, contract position, approximately 20 hours/week, though hours vary by season. Position is currently funded for 1 year. Pay is \$32/hr, NTE 1000 hours. Primary interview dates June 14-16th.

Closing Date: May 31st, 2022

To apply: send cover letter & resume to sarah@onsacredgroundlandtrust.org