

**CONSERVATION WORKS
JOB DESCRIPTION**

Position: Office Assistant – volunteer recruitment and retention

Status: Volunteer Position

Supervisor: Oona Heacock, Executive Director

Mission: Our mission is to perform environmental education and action with youth and our community that involves on-the-ground change and makes a real difference in pollinator protection, water conservation, climate change, and healthy sustainable communities in our rural north coast (Marin, Sonoma, Mendocino, and Lake Counties)..

Our Vision: We advocate for change to promote fair, just, and sustainable communities, and preserve and enhance the quality of life for all of our residents into the future. We maximize our impact by collaborating with other organizations on projects that focus on education, pollinator habitat protection, water conservation, landfill waste and greenhouse gas reduction, new sustainable farming support, and carbon sequestration projects. We emphasize multi-generational family involvement in our projects, and encourage community connection to the lands around them.

Core Values:

We believe that linking agricultural, environmental and economic sustainability is key to preserving a high quality rural lifestyle in the North Coast.

We believe in sharing education and knowledge to promote changes in land practices to benefit pollinators and other wildlife, to develop sustainable agrarian land management, and promote a healthy population.

We bring together people, needs, concerns, opportunities, and solutions throughout Marin, Sonoma, Mendocino, and Lake Counties.

We strive to respect, nourish and protect all living things; people, animals and the environment are all interconnected.

We believe that every individual has the ability to make a positive difference.

We believe that flexibility and open-mindedness are essential to enable us to respond to a changing world.

More Information:

<http://www.conservationworksnc.org>

VOLUNTEER OFFICE ASSISTANT POSITION

Required Background, Knowledge, Skills and Abilities:

- Ability to communicate effectively, both orally and in written form.
- Ability to provide general administrative support such as calendaring meetings and activities, coordinating office work schedules, etc.

Minimum Qualifications for Education, Training and Experience

- Passion for resource protection and local community sustainability
- Desire to drive a mission forward as a dedicated unpaid colleague.
- Knowledge of office organization is desired.
- Computer skills to facilitate emailing, document preparation, record keeping, and other electronic data processing.
- Two years college preferred; experience can be substituted for college on a year-for-year basis

Duties

The Volunteer Office Assistant will receive training and work closely with others in our program areas and general office support areas, including but not limited to assisting with:

- Regularly check voicemail and redirect calls to the appropriate staff member, forward all messages promptly.
- Help build volunteer support through assistance in volunteer recruitment, retention, and recognition.
- Help track work assignments
- Maintain and update the filing system and archiving procedures
- Assist with copying, scanning and filing

Work place is in Santa Rosa at the 180 Studios Community Makers Space, 150 Todd Road, Suite D, and some telecommuting is possible.

Filing date: Ongoing until filled

Preferred contact is via email.

Contact: Oona Heacock oonah@conservationworksnc.org for application with brief of background and experience; or mail to Conservation Works, P.O. Box 6417, Santa Rosa, CA 95406

Pay range: Unpaid Volunteer

Hours: negotiable

Schedule: negotiable

Duration: negotiable

Updated: 03/01/2020