

Friends of Plant Conservation Volunteer Coordinator Position

April 2018

JOB DESCRIPTION

The Friends of Plant Conservation (FOPC) is currently seeking a Volunteer Coordinator to provide community relations and coordination of volunteers to perform activities related to ecological stewardship on selected NC Plant Conservation Program (NCPCP) Preserves. NCPCP manages a 20,000-acre system of 26 preserves dedicated to protecting North Carolina's imperiled plant species. The Program's mission is to conserve the imperiled native plant species of North Carolina in their native habitats. FOPC supports the efforts of NCPCP.

Primary duties include finding and training volunteers to work onsite at PCP Preserves to accomplish assigned management tasks. Friends of Plant Conservation (FoPC) will support the contract for a time-limited part time position (up to 20 hours per week). This position will be guaranteed funded for 20 months. Secondary job duties will include applying for grants or conducting fundraising efforts to keep the position funded beyond 20 months. At that time the position may be evaluated and refined to meet the continuing needs of PCP/FoPC.

The successful candidate will have a minimum of 2 years coordinating and overseeing volunteer groups and conducting fundraising efforts. Graduation from a four-year college or university with a degree in natural sciences, business, marketing, media or communications is preferable. However, an equivalent combination of experience, relevant coursework or participating in student-led/volunteer organizations will be considered.

Role Summary:

- Coordinate volunteers to perform activities related to Program goals.
- Enlist and engage with volunteer groups, site stewards, members of the public, sponsors and other partners regarding volunteering related to PCP's mission.
- Document, track and regularly report all volunteer work hours.
- Schedule and assist with leading volunteer stewardship workdays in coordination with FoPC and PCP.
- Research prospective donors and conduct fundraising in coordination with FoPC.
- Evaluate the success of previous fundraising events and examine records of previous donors.
- Develop strategies to encourage new or increased contributions.
- Attend community events, meetings, or conferences to promote organizational goals or solicit donations or sponsorships.
- Report to the Secretary of FoPC (PCP staff would coordinate activities and provide direction to the position).
- Maintain consistent communication with central PCP office located in Raleigh, NC.
- Assist with other activities as assigned.

Knowledge, Skills and Abilities

- Contemporary principles and practices of volunteer management and supervision.
- Ability to lead, coordinate and motivate volunteers in the field.
- Ability to provide both oral and written communication that is easily understood and direct in its content. Exceptional communication skills are necessary to communicate the message of the Program to potential volunteers or donors.
- Experience with face to face fundraising or organizing a campaign is an asset.
- Ability to establish and maintain effective, respectful and productive working relationships with department staff, citizen groups, government officials, volunteers, community organizations and the general public.
- A detail oriented individual is desired due to the large volumes of data the candidate will manage including lists of volunteer names, phone numbers and media contacts.
- Must be highly self-directed, well organized and comfortable completing tasks with a minimum of supervision.
- Proficiency with Microsoft Outlook, Word, Excel and social media (Facebook, LinkedIn, Twitter).
- Valid Driver's License.

Salary/Work Hours

- Hourly rate of \$22/hour plus travel reimbursement based on NC Travel Subsistence Rates (updated 1/19/18).
- Schedule will be established at 20 hours per week, flexibility on work station and daily hours worked.
- Position does not include health insurance or other benefits.
- Worker's Comp coverage is provided.

Application should be sent to the address below by May 7, 2018:

Friends of Plant Conservation
c/o NCDA&CS – Plant Industry Division
1060 Mail Service Center
Raleigh, NC 27699-1060

Application should include a letter describing the applicant's qualifications and a current CV, leading applicants will be interviewed.