



## JOB OPPORTUNITY NOTICE:

### **VOLUNTEER & OPERATIONS COORDINATOR (50% TIME)**

San Diego Audubon Society (SDAS), a dynamic and growing non-profit organization working to promote the protection and appreciation of birds, other wildlife, and their habitats in San Diego County, seeks a highly motivated individual with experience in volunteer coordination, office administration, and database management to serve as the organization's Volunteer & Operations Coordinator. If you're an outgoing person with excellent social and communication skills and also enjoy the challenges of managing an active, volunteer-supported office, we want to hear from you.

#### **Summary of Responsibilities:**

##### **Volunteer Coordination (25%)**

- Support SDAS' volunteer program by identifying volunteer needs and strengthening volunteer involvement in all SDAS programs
- In coordination with other staff, implement best practices for recruiting, training, engaging, and retaining volunteers
- Manage volunteer orientations and match volunteer interests/skills to appropriate programs
- Monitor the current status and future needs of volunteers in all SDAS departments
- Recruit and train volunteers, as requested by each department
- Coordinate, train, develop, and support ongoing recruitment of office volunteers and directly supervise volunteers working on office tasks
- Organize annual volunteer appreciation events
- Maintain volunteer and potential volunteer records in the constituent database
- Promote volunteer opportunities and celebrate volunteer accomplishments by writing periodic articles in our Sketches publication and content for the SDAS website and e-newsletter

### **Operations Coordination (20%)**

- Maintain office calendars, including conference room and key resources
- Maintain Office Procedures guide, including reviewing, creating, and revising procedures to improve the functioning of the office for visiting members, donors, staff, and the public
- Manage, troubleshoot, and update office systems, including phone, voicemail, copier/scanner, and fax (point of contact with office systems vendors for IT support as necessary)
- Provide first-response technical support, including working with and scheduling technical consultants to maintain and address problems with office copier, internet service, computers, and software, including ensuring a timely response to crisis issues that may arise
- Purchase office supplies
- Work with and advise Information Management Coordinator as needed

### **Administrative Support (5%)**

- Provide administrative support to the Executive Director, including supporting fundraising efforts, contracts, filing, and invoicing
- Provide logistical and event-day support related to special events
- Other duties or special projects as assigned by the Executive Director

### **Desired Skills & Qualifications**

- Deep commitment and passion for the conservation of birds, other wildlife, and their habitats
- Outgoing people-person with excellent oral and written communication skills
- Proven experience recruiting, training, and overseeing volunteers
- Database skills, including report generation (experience with eTapestry a plus)
- Very organized and able to set priorities and handle multiple tasks
- Hard working, self-motivated, able to work in a team setting
- Advanced proficiency with office productivity software, including Microsoft Office suite
- Typewriting speed minimum 50 WPM

### **Other Job Requirements**

- Must have a valid driver's license, excellent driving record, and reliable transportation
- Must be able to work periodic evening and weekend events
- Must be able to lift 50 pounds
- This position will report to the Executive Director

**Salary, Benefits & Terms**

This is a 50% time, non-exempt, term position through July 31, 2020. Annual salary is \$15-20 per hour, commensurate with experience. Benefits include paid health insurance, vacation, and sick leave, and SIMPLE-IRA 3% matching retirement benefit.

**Equal Opportunity Employer and Statement on Diversity**

San Diego Audubon does not discriminate on the basis of race, creed, sex, sexual orientation, age, religion, marital status, national origin, political affiliation or mental or physical handicap. San Diego Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members and ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals.

**To Apply**

Applications will be reviewed as they are received. Candidates are encouraged to submit a cover letter and resume electronically to [careers@sandiegoaudubon.org](mailto:careers@sandiegoaudubon.org). No phone calls, please. If materials cannot be sent electronically, hard copies can be submitted to:

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