



SDHC, a nationally accredited land trust, is a 501(c)(3) nonprofit providing a high quality habitat management service throughout the San Diego region. Our mission is to conserve and manage sensitive habitats and species while inspiring land stewardship through education and outreach. SDHC currently manages 37 open space preserves throughout San Diego County. Learn more about SDHC at [www.sdhabitat.org](http://www.sdhabitat.org).

#### **Position Available**

SDHC is seeking a Volunteer Coordinator to facilitate volunteer activities that support SDHC's conservation activities. This role will be performed remotely or in the office, with the option to perform field activities. The desired start date is as soon as possible.

**Time Commitment:** 5 - 10 hours per week, flexible schedule

**Position Type:** Volunteer (Unpaid)

#### **Responsibilities will include:**

- Ongoing volunteer coordination by screening volunteer calls and emails, onboarding volunteers and interns, and scheduling volunteers with staff.
- Serve as the point of contact for volunteer communication and recruit volunteers for necessary activities.
- Collaborating with staff to facilitate volunteer engagement and organizing larger group events, as needed.
- Developing volunteer program, maintaining appropriate materials, and ensuring coverage of this role.
- Option to participate in volunteer activities in the field.

#### **Additional responsibilities may include:**

- Developing social media content and educational literature, maintaining SDHC social media sites, and creating and sending SDHC quarterly newsletters.
- Maintaining supply of outreach material (e.g., brochures, fliers, etc.).
- Assist with required outreach for preserves (e.g., annual meeting coordination and brochures).
- Perform as needed tabling events or classroom presentations.
- Apply for educational grants or donations to support classroom presentations.
- Keep track of educational opportunities throughout the year.

#### **Preferred Qualifications:**

- Passion for SDHC's mission and community engagement.
- Self-motivated and committed to program success.
- Experience with nonprofit organizations and education at some professional level.
- Excellent interpersonal, organizational, and communication skills.
- Familiar with Microsoft Office Suite.
- Fluent in Spanish or other language is a plus.

#### **Reimbursements and Opportunities**

- Reimbursement for mileage and stipend for necessary materials.
- Opportunity to gain experience in nonprofit and volunteer leadership and program management, with a focus on supporting habitat conservation activities.