



Job Opening: Communications and Volunteer Coordinator

POSITION SUMMARY

Mount Pisgah Arboretum is seeking a skilled communicator with a passion for nature and the ability to inspire others. The Communications and Volunteer Coordinator will design hardcopy and e-newsletters, and other informational materials; manage the Arboretum's website and social media accounts; coordinate the engagement, orientation, and scheduling of volunteers for education programs, site maintenance, and large events; and serve as a support person for educational activities. The right candidate will have strong writing, design, organizational, and IT skills while also being a people person, with an interest in sharing knowledge about local ecology.

ABOUT MOUNT PISGAH ARBORETUM

At Mount Pisgah Arboretum, we believe that the more people are inspired to learn about and engage with the natural world, the more we will all honor and preserve it for future generations. Established in 1973, our mission is to engage people with nature through interactive learning and stewardship. The Arboretum maintains 209 acres of diverse natural habitats. Our seven miles of family-friendly trails are open free to the public and feature dynamic and interactive exhibits. The Arboretum's nature education programs serve thousands of children and adults. Our events venue hosts dozens of private celebrations as well as our two large annual festivals. The Arboretum's small staff works as a close-knit team to advance our common goals. We enjoy broad support from diverse sources, including more than 2000 members and 500 volunteers.

Mount Pisgah Arboretum is a resource for the whole community, and promoting diversity, equity and inclusion is key to achieving our vision. We seek diverse perspectives throughout the organization, and we do not discriminate on the basis of race, color, religion, gender, sexual orientation, age, marital status, national origin, mental or physical disability, or any other legally protected status. If you think you have the skills we're looking for, we encourage you to apply.

PRIMARY ROLES & RESPONSIBILITIES

Communications

Facilitate communications with members, supporters, volunteers, and the general public.

- Design, write, and distribute twice monthly e-news, thrice yearly newsletter, and coordinate creation of annual report with input and support from other staff.
- Maintain and update the Arboretum's website including special projects like creating tools to communicate trail accessibility to potential visitors.
- Coordinate and contribute to regular social media posting schedule.
- Revise and update trail maps and brochures, and create posters as needed.

Volunteers

Cultivate and coordinate volunteers for various Arboretum programs and activities.

- Coordinate with education program staff to recruit and inspire dedicated group of volunteers to lead nature programs for both adults and children.
- Work with site staff to foster and sustain teams of habitat, trail maintenance, and interpretive exhibits maintenance volunteers – includes some weekend work.
- Help administrative staff recruit and support office volunteers.
- Coordinate recruitment, scheduling, and orientation of volunteers for two large festivals each year.
- Recruit, train, and oversee volunteers for Park Watch and David's Chair programs
- Establish and maintain system for tracking volunteer activities

Education Programs

Provide support and assistance to the Arboretum's educational programs and activities.

- Greet attendees, and support leaders of adult and family nature tours – includes some weekend work.
- Undergo training to be a backup nature guide for children's programs.

Events

Play a significant support role in helping to coordinate the activities of volunteers, and vendors to ensure that large events, such as the annual Mushroom and Wildflower Festivals are planned and conducted in a successful and efficient manner. This will include working long hours on each of the two festival weekends.

Team Support

- Become acquainted with roles of other staff and support their work as needed.
- Ask for and expect reciprocal support from other team members.

Required Qualifications and Attributes

- Sincere belief in the mission and future of Mount Pisgah Arboretum
- Passion for connecting community members with the natural world
- Commitment to equity and inclusion in all aspects of the organization
- Excellent oral and written communication skills
- Solid technical skills including digital design (currently using InDesign), basic website management (currently using WordPress), social media, and databases (currently using Little Green Light)
- Initiative to recognize and take advantage of opportunities
- Strong organizational and problem-solving skills and experience tracking multiple deadlines
- Demonstrated ability to work well as a member of a team with efficiency, flexibility, and good humor

Desired Qualifications

- Conversational fluency in Spanish is desired
- Past experience working or volunteering for a nonprofit
- Experience in organizing and putting on large events
- Familiarity with local ecology

This is a 32 hour/week position with benefits. Compensation will begin at \$21.00/hour. Benefits include: employer-paid health insurance after 90 days; a SIMPLE IRA retirement plan with a 3% employer contribution after one year; paid vacation and sick leave, as well as ten paid holidays per year; funds available for training and professional development; one of the most beautiful work settings you can find; and a strong and supportive team of co-workers embraced by a strong, supportive community. To apply please email a cover letter and resume to jobs@mountpisgaharboretum.org with the word Coordinator in the subject line by midnight on May 31, 2024.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

Principals only. Recruiters, please don't contact this job poster. Please, no phone calls about this job.