



Volunteer and Outreach Coordinator

Mojave Desert Land Trust

P.O.Box 1544 • 60124 29 Palms Hwy • Joshua Tree, CA 92252

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Work for one of the leading conservation voices in the California desert! The Mojave Desert Land Trust is a 501c3 with the goal of protecting the California desert ecosystem and its scenic and cultural resource values. We do this through a winning combination of land acquisition and stewardship, native plant restoration and seed banking, education, and advocacy. We have acquired nearly 90,000 acres across the California desert, and we are a record-holder in land conservation, having conveyed more tracts of land to the National Park Service than any nonprofit nationwide since 2006.

Come join our team of highly motivated and passionate staff who care deeply about our mission and one another. At MDLT, we believe in, and support workplace diversity, equity and inclusion. It is our belief that a diverse and inclusive workforce leads to better discussions, decisions, and outcomes for everyone. In recruiting for our team, we welcome the unique contributions that you can bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.

We are looking for an experienced **Volunteer and Outreach Coordinator**. The ideal candidate will be someone who thrives in a fast-paced environment and who is able to deal effectively with changing priorities. Strong verbal and written communication and presentation skills are essential. Preference will be given to a Bi-lingual (Spanish/English – speaking, reading, writing) candidate. Familiarity with conservation organizations, California desert flora and fauna, arid ecosystems and/or restoration ecology, conservation best practices is a plus.

Starting Salary Range: \$17.00 to \$20.00 per hour depending on background, education and experience.

Position Summary

The Volunteer and Outreach Coordinator is part of the Outreach and Public Engagement Department (O&E) which in addition to providing public outreach and education programming, provides volunteer service support internally and externally. The Volunteer and Outreach Coordinator is primarily responsible for all aspects of coordination relating to MDLT's Volunteer Programs. The Volunteer and Outreach

Coordinator manages the volunteer platform that tracks volunteer resources for various departmental needs associated with Lands Stewardship, Desert Salvage, Citizen Science and Education, Native Plant Nursery and Seeds Projects, Community Outreach, Development, Guest Services and Administration and Facilities. In conjunction with the entire Outreach and Public Engagement Department recruits, trains, and administers various volunteer activities. The Volunteer and Outreach Coordinator works with Development and Communications departments efforts to produce community and cultivation events, as well as events produced in support of Outreach programs.

Roles and Responsibilities:

Outreach

- Develop connections and foster relationships with existing and potential supporters, partners, and volunteers.
- Complete and maintain all assigned paperwork associated with volunteer services and our base constituencies, including tracking of events, participants, attendees, hours and demographics, releases of liability, and personal information as applicable.
- In conjunction with Communications Department, assist with social media, communications and event outreach as needed, ensuring adherence to MDLT visual identity and brand strategy.
- Support MDLT events at MDLT Headquarters, in the field, and in the community.
- Assist with identifying and engaging new and targeted populations to expand MDLT's reach in the California desert including those from under-represented communities.
- Deliver presentations to educate the public about the desert and conservation principles.
- Maintain effective relationships with community at large and with other conservation organizations.
- Track deliverables for reporting internally, on outreach grants and other funders as required by the project.

Volunteer Coordination

- Responsible for providing MDLT departments with appropriate matching and placement of volunteers including but not limited to, land stewardship and conservation projects, outreach events, educational activities, and administration and facility projects.
- Complete and maintain all associated paperwork, including tracking of hours and demographics, releases of liability, and personal information of our corps of volunteers.
- In conjunction with Communications Department, assist with social media, communications and volunteer outreach as needed, ensuring adherence to MDLT visual identity and brand strategy.
- Responsible for recruiting, interviewing, screening, onboarding, training, and scheduling volunteers.
- Independently organize and lead the volunteer activities, including weekend volunteer events.
- Maintain effective relationships with community volunteer organizations and conservation partners with volunteer programming.
- Develop and maintain volunteer membership and community service procedures.
- In conjunction with Outreach and Public Engagement staff, update and maintain volunteer and outreach collateral materials.
- In conjunction with Outreach and Public Engagement staff, prepare volunteer and community informational emails.

- Coordinate and lead volunteer meetings and events in conjunction with Outreach and Public Engagement staff.
- Utilize and successfully maintain the organization's CRM database for all volunteer data and records.

Event Orchestration

- Complete Run of Show (RoS) for all significant outreach and volunteer events and activities. RoS includes event goals, tasks and assignments, planning timeline, and day of timeflow.
- In conjunction with the Lands department, identify and organize stewardship events and coordinate the necessary volunteer support for these events.
- In conjunction with the land management and restoration, and O&E departments, identify parcels in need of salvage operations, coordinate dates for salvage collection, storage, and inventories.
- In conjunction with O&E and other departments, plan, coordinate, and implement salvage sales.

Office Administration

- Provide administrative support to O&E department as a whole, including tasks and duties as assigned.
- Composes, formats, proofreads, and produces final copy of a wide variety of reports, letters, memoranda, spreadsheets, and statistical charts.

Required knowledge, skills and traits:

- Strong working knowledge of Microsoft Word, Outlook PowerPoint, and Excel
- Actively Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking – Talking to other to convey information effectively.
- Writing – must communicate effectively in writing as appropriate for the needs of the audience. Proficient level English usage, spelling grammar, and punctuation.
- Judgement and Decision Making – Considering the relative costs and benefits of potential action to choose the most appropriate one.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Service Orientation – Actively looking for ways to help people.
- Excellent time management and organizational skills – must be detail oriented and thorough.
- Understanding of safe work practices.
- Ability to work evenings and weekends.

Preferred knowledge, skills and traits:

- Working knowledge of Customer Relationship Management (CRM) software.
- Bilingual (Spanish/English)
- Familiarity with conservation organizations, California Desert flora and fauna, arid ecosystems, and/or restoration ecology, conservation best practices.

Additional Skills and Traits:

- **Behave Ethically:** Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and align with the

values of the organization. Must have the ability to be discreet and properly handle confidential information.

- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization. Proven experience working cooperatively, effectively, tactfully and personably with a variety of people including the leadership team, support staff, students, volunteers, regulatory agencies, local government, and conservation and other professionals.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. Must be able to effectively make presentations before large and small groups.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization. Must be able to work independently and under pressure at a fast and rigorous pace in response to an ever- changing demand of the position.
- **Organization:** Set priorities, develop a work schedule, monitor progress toward goals, and track details/data/information/activities. Must be extremely detail oriented.
- **Transportation:** Must possess a valid class “C” driver’s license at all times of employment and be able to safely operate a 4WS vehicle and trailer across a variety of terrain.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem in a timely, effective and efficient manner.
- **Technologically Advanced:** Proficiency in Microsoft Office Software products, Adobe Acrobat Reader or Professional, CRM/Donation Management Databases, Marketing Software, and website maintenance, preferably WordPress.
- **Flexibility:** Willingness to travel as needed and adjust shifts according to needs of the organization. Willing and able to work in a variety of terrains and weather. Must be able to evolve as the organization evolves and actively engages in furthering the development of the organization and to perform any other duties as assigned.
- **Ability to support MDLT’s conservation culture and MLDT’s values of Respect, Collaboration, Adaptability and Sustainability.**

Working Conditions:

- This position requires working in a variety of working conditions including, but not limited to office work, working outdoors sometimes in in climate weather, driving long distances, hiking long distances, and some manual labor using field tools.
- Work at a desk for extended periods of time. Stand walk and sit for extended periods of time.
- Able to carry, push, pull, reach and lift objects of light to medium weight of up to 35 pounds.
- Proficient oral communication with MDLT management, co-workers, volunteers, community and conservation partners, and while interacting directly with the public one-on-one and in group settings. Regularly use the telephone and email communication.
- Read and interpret data, information and documents; analyze and solve problems.
- Fast paced working environment requires adapting to performing detailed work under changing, intensified deadlines, on multiple concurrent tasks; work with constant interruptions.

- Travel by vehicle while conducting MDLT business.

The working conditions described here are representative in part of those that will be encountered by an employee in this position. Reasonable accommodations may be made to enable individuals with disabilities to successfully function in these working conditions.

Education and Experience Requirements:

Any combination of experience and training that would provide the knowledge and abilities to perform the position is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

Required

- Bachelor's degree in STEM field, communications, social studies or a related field and/or commensurate experience as a volunteer coordinator/manager.
- Work experience with a non-profit organization.

Desirable

- Previous event planning and management experience.
- Land stewardship and restoration, trail building and/or maintenance skills.
- Bi-lingual (Spanish/English).
- Familiarity with conservation organizations, California Desert flora and fauna, arid ecosystems, and/or restoration ecology, conservation best practices preferred.
- Possession of a valid Class C California driver's license and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.

TO APPLY

Write to Lani Brown, Director of Human Resources (lani@mdlt.org). **Application requires resume plus cover letter addressing your reasons for interest and how your experience prepares you for this position.** Please include at least three professional references with contact information. All applications are held in confidence; references will not be contacted until later in the search process with the candidate's prior knowledge. Review of applications will begin immediately and will continue until the successful candidate is selected. Due to the ongoing COVID-19 pandemic, MDLT employees are working remotely – **NO PHONE CALLS PLEASE.**

BENEFITS

MDLT offers competitive salaries; paid vacation, sick, and administrative time; health, dental and vision insurance; 401(k) Retirement Plan with a 3% match, and 12 paid holidays per year.