

**Newport Tree Conservancy
Community Engagement Coordinator
Job Description**

The Newport Tree Conservancy seeks to hire a year-round, part time Community Engagement Coordinator to conduct all volunteer-related activities for our tree care/planting and facilitate community partnerships. This position is 24 hours per week.

Duties will include recruiting, training and managing volunteers; managing volunteer registration and data; working with community and corporate groups; and designing, marketing and implementing volunteer-related events. The candidate will have experience with community outreach and organizing groups. The Community Engagement Coordinator will be recruiting volunteers through public presentations, networking and innovative marketing strategies. In addition, the Community Engagement Coordinator will be working with the community to secure sponsorships for volunteer related activities.

Volunteer Coordinator Responsibilities

- Develop, design, promote, and maintain a wide range of volunteer opportunities within the organization.
- Coordinate marketing of volunteer opportunities.
- Develop and maintain online volunteer registration system and volunteer data.
- Create and conduct volunteer orientation and training program.
- Schedule volunteer activity for all programs and events.
- Develop and manage volunteer policies, procedures, and standards of volunteer service.
- Work closely with our partners to maintain community engagement.
- Research and apply for sponsorship for volunteer programs

Skills and experience

- At least 3 years working in a leadership /supervisory position or program management.
- Computer savvy including: experience with website interface, data management, Microsoft Word, Excel and Powerpoint
- Has volunteered in their community.
- Event planning experience.
- Current First Aid /CPR certification or willingness to gain certification.

Additional requirements

- Assist with annual events.
- Marketing including social media postings.
- Must be able to lift 50 pounds.
- Valid driver's license and reliable transportation.
- Comfortable working outdoors.

Reports directly to Executive Director

Hourly rate- \$20/hr

Newport Tree Conservancy is an Equal Opportunity Employer, committed to a diverse workforce. Individuals from all backgrounds are encouraged to apply, including persons with disabilities and veterans.

Please send letter, resume and three references to careers@newporttreeconservancy.org