

HERITAGE CONSERVANCY

Job Description

Job title:	Community Engagement Associate
Department:	Development/Stewardship
FLSA Status:	Non-Exempt / Full Time
Reports to:	Shannon L. Fredebaugh
Direct Reports:	None
Effective Date:	

Position Summary:

The purpose of this position is to engage volunteers in support of Heritage Conservancy's mission and to manage a program that will maximize volunteer opportunities. Additionally, work with other staff to engage groups on our properties in volunteer work days and/or outreach programs.

Essential Functions:

Administration

- Develop plans with staff as to how they can utilize volunteer help on specific projects and in their daily work.
- Match interested volunteers with volunteer opportunities.
- Implement volunteer policies and procedures.
- Create position descriptions for ongoing volunteer positions.
- Regularly communicate necessary details to volunteers about upcoming volunteer workdays and coordinate volunteers during events throughout the year.
- Develop an annual schedule of volunteer activities.
- Develop and conduct volunteer orientation and training programs as needed.
- Implement and strengthen volunteer recruitment strategy including attendance at nonprofit fairs at local colleges.
- Maintain accurate records on volunteers and their participation in programs and events.
- Ensure completion of volunteer waivers and background clearance checks.
- Plan and implement regular volunteer appreciation and recognition throughout the year including the annual Volunteer Appreciation event.
- Develop and execute a volunteer satisfaction/feedback process.
- Edit and write articles for Volunteer Newsletter and develop materials for volunteer opportunity advertising.
- Implement and strengthen Heritage Conservancy strategy to communicate with and engage the Lower Bucks Environmental Stewardship Team of volunteers in our mission at Bristol Marsh and Croydon Woods Nature Preserves.
- Attend local events on behalf of Heritage Conservancy to engage and educate the community on our mission.
- Recruit volunteers including interns with specialized skills for events and other projects as needed.
- Disseminate the mission of Heritage Conservancy via volunteer trainings, events, and outreach activities to educate groups on the importance of the volunteer work and greater preservation mission of Heritage Conservancy.
- Perform other essential duties as needed.

Essential Skills, Requirements, Education and Experience:

- Two years college or Associate's degree in business or equivalent work experience is required.
- Strong computer skills are required including database management.
- Excellent oral and written communication skills; superior interpersonal skills with a demonstrated commitment to cultural diversity also necessary. Public speaking and relations skills are required.
- Must be people oriented, have a team-focused attitude, and the ability to professionally represent Heritage Conservancy to the public.
- A positive attitude and good sense of humor, as well as comfort working independently as a leader and part of a team, when needed.
- Ability to work in a dynamic fast-paced environment and juggle multiple, changing priorities; strong time, and project management skills needed. Must be self-motivated, a self-starter, and willing to work in a flexible, non-structured environment.
- Detail-oriented, ability to take direction, plan ahead, and complete tasks.
- Must be eager to work and learn.
- Ability to endure potentially variable factors associated with outdoor work on occasion.
- Enthusiasm for natural and historic preservation.

Physical Requirements and Demands:

The physical requirements and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Must be able to use computers, calculator, audio-visual equipment, telephone and general office equipment and motor vehicle.
- Must be available to attend outside meetings and events.
- Must be able to work occasional extended hours, including evening and weekend work.
- Must have own car, automobile insurance and valid driver's license to travel to meetings, programs and project sites.
- Occasionally required to lift and/or move up to 20 pounds.

This job description is intended to convey information essential to understanding the scope of this position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.