



PALOS VERDES PENINSULA LAND CONSERVANCY

VOLUNTEER & STEWARDSHIP COORDINATOR

About the Conservancy

Since its founding in 1988, the Palos Verdes Peninsula Land Conservancy (PVPLC) has protected nearly 1700 acres of open space as nature preserves on the Palos Verdes Peninsula. Our vision is the creation and management of large blocks of natural open space where visitors may enjoy peaceful solitude, where children and adults can learn about the natural environment, and where locally native plants and animals will thrive in a secure environment.

The PVPLC has an obligation to maintain or increase the wildlife habitat value of these preserved lands and manage compatible public access. We encourage strong community involvement and support by connecting people of all ages with the land through innovative environmental education programs and outdoor stewardship volunteer opportunities.

The Job

PVPLC is seeking a personable and experienced volunteer coordinator to oversee weekday and weekend volunteer opportunities for several conservation-focused volunteer programs, engage in community outreach, and provide associated record keeping for various programs. This full-time position reports to the Volunteer Program Manager, while closely coordinating with the Conservation Director. The Coordinator assists the stewardship team to achieve conservation goals by engaging hundreds of volunteers annually in diverse volunteer opportunities at various nature preserves across the Palos Verdes Peninsula.

Responsibilities

- Independently organize and lead the outdoor volunteer programs, including regular Saturday volunteer events
- Organize and coordinate volunteers involved in conservation related work such as the adopt-a-plot program, corporate engagement activities, scout projects, etc.
- Educate, instruct and oversee interns and volunteers
- Maintain accurate office records/computer files relating to the position
- Assist in the recruitment and training of new volunteers
- Assist in the recognition of volunteers including the annual volunteer recognition event
- Assist in supporting social media and communications messaging about stewardship volunteers

- Assist in grant writing and implementation
- Work cooperatively with, and maintain good communications with, other staff and Board members
- Assist with functions and events as needed

Qualifications

- Bachelor's degree in natural resource management, environmental studies/science, plant or wildlife ecology, biology, geography, or related field.
- Experience working with land trusts, environmental non-profits, volunteers, or in a community engagement program
- Familiarity with California flora and fauna, coastal sage scrub ecosystems, and restoration ecology
- A genuine enthusiasm for conservation and the PVPLC mission
- Proven ability to work effectively and personably with volunteers of all ages, diverse communities and individuals, government agencies, students, and conservation professionals
- Excellent oral and written communication skills
- Experience in planning, coordination and execution of volunteering events
- Excellent organizational abilities, and ability to work both independently and as part of a team
- Ability to walk up to several miles per day over rough terrain in year round conditions.
- Reliable transportation and a valid driver's license required with acceptable DMV record and automobile liability insurance
- Grant writing and administration experience a plus
- Trail building and maintenance skills a plus

Position Details

Salary and benefits: Salary range \$50,000 - \$55,000 annually. Employee benefits include medical, dental and 403b retirement account. Paid vacation and holidays.

Type: full-time, permanent. Working hours are forty hours per week, flexible to accommodate evening meetings and weekend workdays.

Education requirements: a Bachelors Degree in a pertinent field.

Working Conditions: Office and outdoors (all seasons)

Physical Requirements: Ability to walk up on uneven terrain, work in a variety of weather conditions and carry moderately heavy loads of 20-30 pounds.

Travel: Willingness and ability to travel, as required. Must possess reliable transportation for visiting properties throughout PVPLC's service area.

**PLEASE SUBMIT RESUME AND COVER LETTER BY NOVEMBER 11, 2022 TO
INFO@PVPLC.ORG**