

## **Outreach and Volunteer Specialist**

### **Short Post**

*Help Save the Manatee Club grow our outreach and volunteer activities!*

*This position will be responsible for organizing outreach and educational activities for Save the Manatee Club, including volunteer and event coordination.*

*The position requires a person who is caring and outgoing and can work both independently as well as in a team setting with both in-office and remote workers. and will require occasional irregular (early and weekend) hours.*

*This is a full-time in-office position that reports to the Director of Communications and Outreach.*

*For more detailed information, please see our post on LinkedIn, or email [work@savethemanatee.org](mailto:work@savethemanatee.org). No phone calls, please.*

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### **Long Post**

Save the Manatee Club is a 501c(3) non-profit located in Maitland, Florida dedicated to our mission of seeing manatees protected, advocated for, and saved from harm.

Employment type: Permanent Full-Time with some flex scheduling allowed.

*Job purpose:*

To support the organization by organizing our outreach and educational activities for Save the Manatee Club, including volunteer and event coordination.

*Responsibilities:*

#### Events and Volunteer Coordination

- Coordination of SMC's in-person and virtual educational events
  - Event registration and coordination with event organizers
  - Attend events as necessary, including required attendance at major festivals
  - Document events and work with Director of Communications and Outreach to recap on SMC website and social media accounts
  - Oversee organization of event materials and equipment, prepare materials for events or mailings as necessary
  
- SMC's volunteer program
  - Respond to and process new volunteer applications, and orient new volunteers
  - Assist with maintaining communication with volunteers about upcoming opportunities and schedule attendees
  - Record volunteer activity in Raiser's Edge and coordinate distribution of volunteer rewards
  - Coordinate requests for in-office volunteer work, court-ordered community service worker help, and student volunteers earning community service hours for Bright Futures scholarships

## Education and Outreach

- Coordination of virtual and in-person speaking presentations, including recording of data
- Organize and update presentation material, to include slide shows, notes, photos, and videos
- Receive materials requests and coordinate sending of material upon request from educational institutions, governmental agencies, partner organizations, and other groups. Proactively reach out to groups as asked
- Keep inventory of materials/equipment and perform annual audit; research and propose ideas for new materials and/or equipment for events
- Assist with other education, outreach, and conservation projects as needed, including actively participating in project teams

### *Qualifications:*

- Outgoing and enthusiastic personality
- Willingness to be on camera for presentations and educational videos
- Flexibility and ability to adapt quickly to new circumstance
- Time management skills
- Ability to travel and attend events as needed
- Basic to intermediate computer software skills including Microsoft Office 365
- Desire and ability to learn new skills, including new technologies & software
- Professional and courteous interpersonal skills
- Adherence to strict confidentiality standards
- Dedication to supporting an environmental organization
- Sense of compassion and personal responsibility

### *Pay Rate:*

Starting wage is \$14 - \$16 per hour with room to grow.

### *To Apply:*

Please reply to this post or email [work@savethemanatee.org](mailto:work@savethemanatee.org) with a cover letter, resume, work samples, and any additional information you would like to provide. No phone calls, please.