



**PLEASE POST:**

## **Volunteer & Community Advocacy Manager**

Heal the Bay is a non-profit environmental organization dedicated to making Southern California coastal waters and watershed, including Santa Monica Bay, safe, healthy and clean. We achieve this through research, education, public outreach, community action and advocacy.

Heal the Bay's volunteer programs reach over 20,000 people every year, educating the Los Angeles public about the causes and impacts of ocean pollution, and what citizens can do to help out. This is an excellent leadership opportunity that will be useful for gaining community outreach experience, resume building and obtaining references.

### **Job Responsibilities:**

- Create a fun & welcoming atmosphere to encourage volunteerism and leadership
- Recruit new volunteers and potential volunteer leaders for volunteer events, volunteer/leadership training programs, and other Heal the Bay opportunities.
- Manage all volunteers; track volunteer activities, data, and hours.
- Coordinate all volunteer communications, including newsletters and website
- Conduct monthly volunteer orientations and training
- Manage the Community Advocacy Training & Volunteer Program, including coordinating all outreach/angling events throughout Los Angeles County
- Recruit and manage all office volunteers and interns
- Manage volunteer appreciation programs, including volunteer party & educational nights
- Coordinate volunteers for special events, including the Annual Benefit Dinner, Coastal Cleanup Day, Earth Day, 4<sup>th</sup> of July, fundraising events etc.
- Give occasional educational presentations and support fieldtrip programming

### **Qualifications**

- Strong leadership, coordination, and planning skills
- Previous volunteer coordination experience preferred
- Written and oral fluency in Spanish
- Well organized, able to work on several projects simultaneously, both independently and as a team
- Outstanding communication and people skills: written & oral, including public speaking
- Knowledge of and passion for the environment
- Computer Skills – Microsoft Office, PowerPoint, Internet
- Experience with Salesforce CRM a plus
- Valid driver's license required--driving to outreach events and meetings will be required

**Salary:** \$30,000-\$32,000 annually, plus benefits (medical, dental, vision). A retirement option is available after one year of employment.

**Hours:** Full-time. Must be available for some evenings and numerous weekend events.

**Application Deadline:** Until filled

**Please submit resume and cover letter online at [www.healthebay.org/jobs](http://www.healthebay.org/jobs) by July 20, 2012.**

*Heal the Bay is an equal opportunity employer and actively recruits to promote diversity in our workforce.*