



NORTH AMERICAN NATIVE PLANT SOCIETY

Job Title: Event Volunteer Coordinator

Job Type: Part-time Volunteer Position

About NANPS:

NANPS is a volunteer-operated, registered charitable organization dedicated to the protection, preservation, cultivation, and promotion of flora indigenous to North America in both urban and wild area. Our mission is to highlight the importance of native plants and actively promote their use throughout local communities, contributing to the broader goal of restoring healthy ecosystems across the continent.

Position:

NANPS is looking for an Event Volunteer Coordinator (Part-time, Volunteer) to coordinate and manage their volunteer network and resources for public activities and events where volunteers are needed. Under the supervision of the NANPS Board of Directors, the Event Volunteer Coordinator will focus on coordinating and managing volunteer resources as well as be the liaison between volunteers and NANPS Committee leads. The position will require approximately 6 -10 hours of time per month (1.25 – 2.5 hours per week) and may require some weekend participation in public events.

Primary Responsibilities:

- Coordinate volunteers for NANPS public events and community outreach efforts as requested.
- Work cooperatively with various volunteer committee members to support NANPS in-person public events.
- Maintain, organize and update existing volunteer contact information and records.
- Oversee volunteer selection and recruitment efforts as needed.
- Meet, develop and maintain positive, relationships with volunteers.
- Provide volunteer support (i.e. point of contact) including on-site support for in-person events.
- Manage materials needed for information booths and provide event materials to volunteers.
- Track and report to board on volunteerism as needed.

Requirements and Skills

- Passion for working with people
- Excellent communication and people skills
- Excellent organizational and coordination skills
- Experience in volunteering
- Experience in recruiting
- Ability to work flexible hours
- Working knowledge of databases and MS Office (e.g. Excel)
- Ability to learn and use select volunteer management software programs (i.e. Salesforce)
- Background in administration, human resources, or relevant field would be an asset

Don't be concerned if you don't have everything listed above. If you have most or some of these skills and find our organization and this opportunity to be appealing, then we want to hear from you. Please submit your resume and cover letter to info@nanps.org by **Friday, December 8th, 2023**.