



Ecology Action is Hiring!

Program Specialist - Volunteer Program

Apply online at: <https://ecoact.org/join-us/careers>

Position Title: Program Specialist - Volunteer Program

Position Location: Monterey County and the Salinas area

Ecology Action is seeking a Volunteer Program Specialist to lead all the Volunteer Program's initiatives. The Volunteer Program Specialist will lead the recruitment, screening, training, coordination, and retention activities of Ecology Action volunteer program, which engages approximately 350 volunteers and interns annually. The Volunteer Program Specialist will also be responsible for developing a strong pool of volunteers in Monterey County. The selected candidate will work with multiple program leads with over-sight for a number of sustainable transportation programs, focusing on encouraging students and workers to use sustainable transportation with a focus on biking, walking, and electric vehicles, as part of their daily routine.

Candidates based out of Monterey County and the Salinas area are highly encouraged to apply. The position is scheduled to run through June 15th, 2023, and continuation beyond this is dependent upon program funding.

At Ecology Action we are committed to diversity in our workforce and are proud to be an equal opportunity employer. People of color, women, persons with disabilities, veterans, and LGBTQI+ persons are highly encouraged to apply.

Responsibilities

Implement overall vision, goals and initiatives for Volunteer Program, commensurate with organization's vision.

Volunteer Recruitment and Placement:

- **Recruitment:** Ensure sufficient volunteer and intern presence to support organization-wide programs and events; Draft volunteer position descriptions of one-time, on-going, skilled, group and youth volunteer opportunities; Recruit volunteers through timely engagement on the phone, in person, with online tools and at public events; Develop and implement intake and interview protocol for potential volunteers to ensure the best match between the skills, qualifications and interests of the volunteers and the need of programs.

- **On-boarding:** Enforce Ecology Action's volunteer on-boarding process; Ensure that each volunteer complete program-specific documentation, including the background check.
- **Training:** Provide orientation/trainings to increase volunteers' understanding of our organization, it's programs and events, role and responsibilities of volunteers; Develop unique trainings specific to programs; Ensure that volunteers are given appropriate training to be successful in their positions; Host regular group and one-on-one volunteer orientations.
- **Volunteer Placement:** Coordinate volunteer placements with program leads to ensure a mutually positive experience; Assist as necessary with conflict resolution and communication among staff and volunteers according to established Ecology Action company procedures.
- **Communications:** Work with volunteer program manager and with marketing to develop specific branding, messaging and communication channels specific to volunteer recruitment and retention including developing and web-based portal exclusive to volunteers.

Best Volunteer Engagement Practices:

- **Ecology Action Standards:** Implement best volunteer engagement practices by working with program leads across the organization to recruit volunteers; Maintain and improve standards for volunteering within EA programs and events; Develop and implement strategies, plans and programs necessary to attract, motivate, develop, reward, and retain the best people to meet the organizations goals and objectives; Attend regular staff meetings and meet regularly with the different program leads who manage each respective program.
- **Databases and Reports:** Maintain our volunteer programs database to maintain accuracy and privacy of all volunteer records; Produce engagement reports demonstrating volunteer contribution to the organizations mission and strategic plan; Maintain updated records on all volunteers; Respond to inbound volunteer and intern inquiry requests and maintain current volunteer recruitment listings across multiple platforms; Create and edit volunteer outreach emails and postings for recruitment of new and lapsed volunteers.
- **Evaluation:** Develop and conduct ongoing evaluation of volunteer opportunities, inviting feedback from both volunteers and staff; share feedback with staff to acknowledge strengths and successes; make improvements for future volunteer activities.

Program Engagement:

- **Strategic Direction:** Partner with Volunteer Program Manager to prioritize strategic program evolutions and to implement those.
- **Appreciation:** Lead on event planning and coordination, in collaboration with program leads and fundraising staff to plan formal and informal volunteer appreciation activities and events to recognize the contribution of volunteers and further engage them in the work of the agency.



Community Engagement:

- **Engagement:** Communicate and engage with staff and volunteers from schools, programs and organizations within the scope of our programs and events; Consistently attend volunteer and organization fairs to broaden our outreach.
- **Promotion:** Work with Volunteer Program Manager and with Marketing Department to develop volunteer marketing and outreach materials on the internet, social and print media, and all other relevant outlets which support the theme of our programs.

Requirements

- Bachelor's degree or an equivalent combination of education/experience
- 2 + years of volunteer management and coordination experience
- 2+ years of event coordination and management experience
- A deep knowledge of best practices in volunteer management, recruitment, and retention
- Prior experience leading trainings to volunteers and/or staff
- Strong interpersonal, relationship building, and facilitation skills especially in working with volunteers/interns
- Strong planning, organizing, and project management skills
- Excellent written, verbal communication
- A history of and high level of comfort leading presentations
- Ability to monitor and report on data, meet deadlines, and monitor progress
- Positive, solutions-oriented attitude and desire to achieve results for the program goals
- Strong judge of character in matching volunteers with suitable placements
- Capacity to work under pressure and meet deadlines
- Ability to work effectively both autonomously and in cross-cultural situations
- Proficiency in Microsoft Office Suite (Excel, Word, Power Point, Outlook)
- Valid driver license, proof of minimum required insurance and reliable transportation

Desired Qualifications

- 4+ years of volunteer management and coordination experience
- 4+ years of event coordination and management experience
- Staff and intern management experience
- Managing partnerships with community partners
- Strong preference for bilingual in English and Spanish
- Experience with online databases a plus, specifically Salesforce
- Passion for promoting a clean environment and alternative transportation
- Prior personal experience as a volunteer

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, talk and hear, and use a computer keyboard and monitor. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment: Due to Covid-19 the work is done remotely from home or company office.

Compensation: Ecology Action offers a competitive hourly rate depending on experience. This position is not eligible for benefits, except as required by law (including paid time off that is accrued based on hours worked). Driving an insured personal vehicle on company business is required, and mileage reimbursement is provided at the Federal rate.

More About Us

Ecology Action is an award-winning nonprofit environmental consultancy that's been helping people create positive change for the community, the economy, and the environment for nearly five decades. In addition to being an industry leader in the design and delivery of energy efficiency programs, we also operate a vibrant green communities division that runs programs focused on pollution prevention, sustainable transportation, and water conservation.

Ecology Action believes that each employee makes a significant contribution to our success and should not be limited by the assigned responsibilities. This position description outlines primary duties, qualifications, and job scope, but is not intended to be a comprehensive description of job responsibilities. We expect each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

Ecology Action is an Equal Opportunity Employer committed to diversity in its workforce. Candidates for this position must be legally authorized to work directly as an employee for any employer in the United States without visa sponsorship.

Ecology Action does not offer a company paid relocation program.

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