



## **Volunteer Coordinator/ Administrative Assistant**

*Part-time or Full-time option Position*

### **OPPORTUNITY:**

Forest ReLeaf of Missouri is looking for an enthusiastic team member to welcome people into our program and connect them to our mission work. The **Volunteer Coordinator/Administrative Assistant** will be responsible for managing the experience of Forest ReLeaf's diverse group of partners and supporting office operations.

### **REPORTING RELATIONSHIPS:**

The position will report to the Executive Director but will work closely with the entire staff.

### **ESSENTIAL RESPONSIBILITIES:**

#### Volunteer Coordination

- Assess Forest ReLeaf's diverse volunteer needs and enhance opportunities for volunteer engagement.
- Coordinate scheduling/assignment of volunteer activities and track hours for each program area.
- Evaluate the effectiveness of programs and recommend changes.
- Recruit needed volunteers for program areas including working outside at CommuniTree Gardens Nursery, planting trees with special projects, representing Forest ReLeaf at community outreach events, participating in the Missouri Forestkeepers Network, and providing clerical or other office assistance.
- Develop relationships with other volunteer organizations
- Manage volunteer experience from onboarding and orientation to check-ins, follow up thank-you's and social media posts.
- Coordinate corporate-sponsored employee engagement activities.
- Manage volunteer recognition program and annual appreciation event

#### Administrative Assistant

- Support logistics for events including: seasonal community planting projects, Concert in the Trees (spring), and Arbormeisters (fall)
- Coordinate and participate in community outreach and education events with partners.
- Answers office phone, social media, and general email correspondence.
- Support office operations such as files, mail, supplies, etc.

**SKILLS AND QUALIFICATIONS:**

- Excellent written and verbal communications skills.
- Excellent organizational skills.
- Familiarity with office equipment and software.
- Comfortable with social media, print and electronic publications.
- Experience working with volunteers in a nonprofit setting is preferred.
- Willing to travel between the St. Louis City office, St. Louis County nursery location and event locations.
- Comfortable working outside and participating in physical activities including planting, mulching, weeding, and lifting potted trees.
- Evening and weekend work is required.

**COMPENSATION:**

This position is currently a part-time position for 20-30 hours/week. Starting pay range is \$18/hr-\$20/hr. Full-time position with benefits may be considered for an ideal candidate. Use of personal vehicles for organization-related travel will receive mileage reimbursement. Forest ReLeaf of Missouri is an equal opportunity employer.

**APPLICATION INFORMATION:**

Qualified candidates should submit a cover letter and resume to:

Meridith Perkins  
Executive Director  
[mperkins@moreleaf.org](mailto:mperkins@moreleaf.org)

The first round of interviews is anticipated to be the week of October 25, 2021. Position open until filled.

*Posted September 30, 2021.*