



## **Volunteer & Community Engagement Manager**

### **MOUNT ST. HELENS INSTITUTE**

<b>Position:</b>	Volunteer & Community Engagement Manager
<b>Compensation:</b>	\$41,370-\$42,610 annual salary. Benefits include health insurance (50% employee and family), SIMPLE IRA retirement plan with 3% employer match, two-weeks paid vacation, federal holidays, one-week paid time off between December 25 – January 1, and paid sick leave.
<b>Term of Employment:</b>	Salaried, full time, exempt
<b>Closing Date:</b>	November 19, 2018
<b>Start Date:</b>	Between January 7, 2019 and January 16, 2019

#### **SUMMARY:**

The Mount St. Helens Institute seeks a Volunteer and Community Engagement Manager who is responsible for the development and management of volunteer and community engagement opportunities that connect diverse individuals in our neighboring communities to Mount St. Helens. Integral to all aspects of the Mount St. Helens Institute and supervised by the Programs Director, the Volunteer and Community Engagement Manager ensures the growth, sustainability and excellence of the volunteer programs. Additionally, the position actively engages local communities through events, volunteer and participant recruitment strategies, online presence and through strategic partnerships. Mount St. Helens Institute volunteer programs include event-based and seasonal stewardship, education, interpretation, and recreation volunteer opportunities. The Volunteer and Community Engagement Manager is the primary point of contact for over 17,000 annual hours of volunteer time, contributed by over 400 volunteers. Community engagement strategies include the Volcano Naturalist Program, Volcano Views & Brews lecture series, quarterly newsletter, website and social media content and other public events. This is a position that demands a diverse and dynamic skill set. For more information about programs, events and volunteer efforts, visit our website: [www.mshinstitute.org](http://www.mshinstitute.org). Join us in engaging people of all backgrounds in this exciting landscape!

#### **DUTIES AND RESPONSIBILITIES:**

- Volunteer Management (50%)
  - Develop and manage on-going volunteer assignments that support the Mount St. Helens Institute and our partners.
  - Maintain, co-develop and administer clear volunteer on-boarding strategies, including: application process, orientation, tracking and training.
  - Administrate volunteer records database (Better Impact) to manage all volunteer reporting, volunteer paperwork, volunteer records audit, and program reports.
  - Collaborate with department staff and local partners to support volunteer assignments and responsibilities.
  - Provide consistent communication with volunteer community through monthly newsletters, website, site-visits and email communications.
  - Plan and implement volunteer appreciation activities.
- Community Engagement (50%)
  - Organize and implement Volcano Naturalist, Views and Brews, and Summer on the Mountain events.
  - Assist with organization and implementation of Boots and Bow Ties and other fundraising events

- Evaluate current and identify new culturally relevant community engagement opportunities to recruit program participants, volunteers, partners, and donors in neighboring communities.
- Manage online presence including social media, website and Google Adwords account.
- Coordinate and design quarterly newsletter.
- Represent the Mount St. Helens Institute at community events, workshops, conference and partnership meetings.
- Leadership and supervision
  - Supervise the Volunteer and Community Engagement Coordinator.
  - Integrate organizational Diversity, Equity and Inclusion goals into volunteer and community engagement efforts.
  - Work with Programs Director to develop and evaluate annual programmatic goals and assessments to ensure on-going progress towards MSHI's strategic plan.
  - Support staff with program specific volunteer training and professional development for volunteer management.
  - Manage program budgets with support from Programs Director.
- As a small non-profit, we all wear many hats. There will be other duties as assigned.

**REQUIRED QUALIFICATIONS:**

- Minimum two (2) years' experience managing volunteers.
- Demonstrated ability to work well with people of diverse backgrounds, ages and cultures.
- Demonstrated strong computer, website and social media literacy.
- Excellent communication skills including public speaking and writing and editing.
- Enthusiasm for the mission of the Mount St. Helens Institute.
- Ability to pass a background check.
- Have a valid driver's license with an acceptable driving record for the past three years.

**IDEAL CANDIDATE WILL:**

- Be a thoughtful, diplomatic communicator with the ability to work collaboratively, navigate difficult conversation, resolve conflicts and build trust and confidence in others.
- Be able to think critically and solve problems.
- Have excellent time-management, organizational and planning skills.
- Be able to inspire staff and volunteers.
- Be flexible to changing hours, pressures and deadlines, and an evolving organization.
- Demonstrate cultural competency.

**ABILITIES:** Regular office and computer work is required. Ability to transport event supplies of up to 10lbs. Applicants should be able to work outdoors at accessible sites in a variety of weather conditions. Driving to locations around Mount St. Helens (up to 4 hours) is common. The Volunteer and Community Engagement Manager must possess a valid driving license and pass a criminal background check.

**WORKING HOURS:** This is full-time position with some weeks exceeding 40 hours. Evening and weekend work will be required throughout the busy seasons (Spring-Summer), and occasionally at other times during the year. Additional work is outdoors throughout the Mount St. Helens National Volcanic Monument under a wide range of weather conditions and in schools and other community places. Extensive single-day and overnight travel around southwest WA may be required in a personal vehicle with mileage reimbursement.

**LOCATION:** The Volunteer and Community Engagement Manager will be based at the Mount St. Helens Institute office in Amboy, WA. Telecommuting may be available on a sporadic basis. Amboy, WA is a rural community approximately 40-50 minutes northeast of Vancouver, WA. There are small cities – Battle Ground, Woodland and others – between Vancouver and Amboy.

**ABOUT US:** The Mount St. Helens Institute is a non-profit organization dedicated to advancing understanding and stewardship of the earth through science, education and exploration of volcanic landscapes. MSHI functions as a tight-knit group of individuals united in our common passion for Mount St. Helens. We value diversity, good challenges, adventure, fun, partnership and community. We work closely with the Mount St. Helens National Volcanic Monument staff on a daily basis and operate under US Forest Service special use permit.

**OUR COMMITMENT:** The Mount St. Helens Institute fundamentally believes that its employees are a valuable source of ideas for improving operations and making the workplace more interesting and attractive. In order to do so, we ensure that all employees work in an environment free of discrimination. All candidates applying for this position will be reviewed without regard to race, color, creed, religion, sex, age, national origin, veteran or marital status, sexual orientation, or disability. This institution is an equal opportunity provided. Review the Mount St. Helens Institute's [Diversity, Equity and Inclusion Statement](#).

**TO APPLY:**

Apply no later than November 19, 2018 at 11 PM.

Email the following items to [apply@mshinstitute.org](mailto:apply@mshinstitute.org).

- Subject Line: "Last Name", Volunteer and Community Engagement Manager
- Cover Letter (name the file as follows "Last Name, First Name," Cover Letter)
- Resume (name the file as follows "Last Name, First Name," Resume)

Please no phone calls! You may email us with questions.