

Position: *On Call Mailing and Administrative Assistance*

Purpose: As a small nonprofit organization, our fundraising efforts depend on communication with our members and donors. An integral part of that communication is the mailing of our newsletters and annual appeal letters. Administrative volunteers will help make these mailings happen in order to help us raise the funds needed to continue and build on our programs.

Responsibilities: Administrative volunteers will fold, stuff, label and sort mailing materials. In some cases, the work can be done at the office. Alternatively, the volunteer can pick up the mailing materials, assemble them at home, and return the completed mailing project to the office.

Qualifications: Good organizational skills are helpful, but otherwise, just an interest in protecting and preserving the natural environment of our community

Time Commitment: Typically, there are only a few mass mailings per year. Administrative volunteers will be put on an email/phone list and notified when help is needed for big projects. Any volunteers available can call the office to set up work times. The total time commitment would only be a few hours per year.

Training: A quick overview of what is needed for each mailing project (contents, order, special directions, etc) will be given prior to each project.

Supervision: Due to the independent nature of the projects, supervision will mainly be off site once the volunteer is comfortable with the project, but the volunteer manager and staff will be available via phone and email to answer questions.