



Greenbelt Volunteer Program Coordinator

An exciting opportunity to work for a dynamic nonprofit conservation organization, supporting property stewardship, fundraising, and community outreach.

Position Overview

Greenbelt is seeking a full-time Volunteer Program Coordinator, able to work a flexible schedule, including 30% weekends, to:

- Manage Greenbelt's Volunteer Program, including volunteer software and outreach
- Develop and execute volunteer engagement opportunities with both general volunteer groups, and Greenbelt's Corporate Conservationists
- Coordinate volunteer opportunities with Stewardship Team, supporting overall stewardship priorities

Greenbelt seeks a diverse pool of candidates. In addition to being an Equal Opportunity Employer, we aim to create an inclusive, equitable workplace where everyone is valued.

About Greenbelt

As Essex County's Land Trust since 1961, Greenbelt is the most active conservation organization in the region. With over 21,500 acres protected, a growing staff of 18+ employees, thousands of supporters, and 200+ volunteers, Greenbelt is a trusted community partner serving the 34 cities and towns in Essex County. Learn more at ecga.org

Core Responsibilities

1. Corporate and Public Workday Program Management

- a. Coordinate, schedule, plan and implement projects suitable for a range of audiences, and group sizes, with consideration of season, facilities, and volunteer satisfaction
- b. Manage a responsive schedule to meet the needs of volunteers, including working occasional evening networking events, and weekends
- c. Work alongside, and provide instruction to, volunteers at all outdoor workdays

2. Volunteer Program Development

- a. Manage and maintain Greenbelt's volunteer software for new volunteers, volunteer opportunities for existing volunteers, and track volunteer progress/data
- b. Manage current volunteer programs for retention and volunteer satisfaction, and continue to seek new volunteers to join the organization
- c. Build relationships with volunteers and corporate partners through appreciation events, meetings and personal outreach
- d. With Communications Project Manager, regularly publish a volunteer newsletter

3. Stewardship Coordination

- a. Work closely with the Stewardship Team to identify projects appropriate for volunteers that are supportive of the organizational stewardship goals
- b. Guide volunteers in the proper use and care of tools, equipment and materials and ensure volunteers are engaged and well-supported

Qualifications and Skills

- **Volunteer Program Management Skills:** at least 3 years of nonprofit volunteer-related coordination experience or equivalent, including facilitating training, preferably in an environmental or natural resources field. Ability to communicate effectively in writing and in person with a diverse community of supporters including volunteers, donors, community-based partners, staff and board.
- **Stewardship/land management experience:** at least 1 year stewardship or related experience, working in an outdoor environment, year-round, including knowledge of native and invasive plants, basic gardening and trail work skills, and comfort using (or learning how to use) common hand tools.
- **Administrative Skills:** ability to create efficiencies and build systems in order to manage multiple priorities effectively. Strong computer skills, including proficiency with current office computer applications, Google Suite, Excel, and web-based constituent management systems. Preferred experience with Little Green Light and Better Impact.
- **Ability to work weekends, especially during spring, summer and fall months**
- Commitment to fostering an inclusive volunteer community, where people of all identities are represented and feel welcome.
- Ability to independently navigate by foot on vacant, undeveloped land year-round, including reading and understanding maps, and orienting oneself in sometimes rough and dense forested, hilly, rocky conditions and on large semi-rural properties.
- Ability to lift 30 lbs. and perform physical labor when required.

Position Type

Full-time, salaried position at Greenbelt's headquarters in Essex, Massachusetts. Salary range \$56,000-\$61,000 and will include paid time off and excellent health and retirement benefits.

To Apply

Please email your letter of interest and resume as attachments in either .doc or .pdf format to rachel@ecga.org.

Essex County Greenbelt is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.