



Denison Pequotsepos Nature Center

Position Title: Administrative Associate - Volunteers & Special Events

Job Summary

Denison Pequotsepos Nature Center in Mystic, CT seeks a candidate to coordinate the volunteer program and provide administrative support for marketing and special events. This position is responsible for maintaining an active and effective volunteer program, assisting in the coordination of DPNC events, and performing administrative duties in support of the volunteer program. The position is part-time (15-20 hrs.), in person and includes occasional weekend and/or evening work. Opportunities to expand for the right candidate.

Primary Relationships

Reports to the Marketing & Communications Director and works closely with department supervisors and volunteers of all ages and abilities.

Primary Accountabilities

- Assist with administrative tasks as part of the Marketing/Development team.
- Recruit, screen, schedule, and motivate volunteers by building relationships with constituents.
- Maintain an ongoing list of volunteer projects to address organizational needs.
- Maintain ongoing communications with volunteers, vendors, and others through regular phone calls, emails, hand-written notes, and a newsletter via email.
- Coordinate teams and work parties of volunteers for large-scale actions and special events; coordinate, assign and supervise volunteers for special events.
- Participate in planning and managing DPNC special events; may directly oversee portions of special events and private rental events.
- Maintain a volunteer database and records for volunteer recognition, PR, grants, and reports.
- Demonstrate a commitment to inclusionary practices, such as ability to use inclusive language.

Qualifications

Typically requires a bachelor's degree plus a year of work experience; however, a combination of education and/or work experience can be substituted for the educational requirements described. The successful candidate must have outgoing, congenial people skills and a solution-finding, can-do approach to their work. They will need to work harmoniously in a team and use their personal and professional experience to represent the Nature Center and deliver exceptional service and results.

- Attention to detail and ability to actively solve problems
- Proactive organizational skills
- Strong written and verbal communication skills

- Ability to prioritize multiple tasks within agreed-upon time frames
- Experience with/ affinity for working in teams
- Interest in environmental issues and education
- Ability to work with all levels of staff, volunteers and public
- Familiarity with Google Suite and databases or ability to learn
- Experience with special events planning and coordinating or an interest in learning is welcome

Interested candidates, please send your resume to Executive Director Davnet Conway at dconway@dpnc.org with the subject line **Administrative Associate - Volunteers & Special Events**.