

# Job Announcement | Volunteer Engagement Assistant



|                                                |                                    |                                            |
|------------------------------------------------|------------------------------------|--------------------------------------------|
| <b>Date</b><br>February 2019                   | <b>Department</b><br>Education     | <b>Location</b><br>Washington, D.C.        |
| <b>Classification</b><br>Part-Time, Non-Exempt | <b>Employment Terms</b><br>At Will | <b>Reports to</b><br>Director of Education |

## Summary

The Volunteer Engagement Assistant is responsible for assisting volunteer events and educational opportunities throughout Washington DC. This position supports the Education Team to engage our internal and external stakeholders to promote our mission: to restore, enhance, and protect the tree canopy of the nation's capital.

## Essential Functions:

The following essential functions are representative of the Volunteer Engagement Assistant including, but not limited to:

- Assist the Volunteer Coordinator at all Community Tree Planting Events
- Supports the education team and other departments with other volunteer events including but not limited to tree care, tree pruning, and tree inventory as needed
- Prepare materials for volunteer events including training materials for community education
- Assist with communications between Casey Trees and volunteers, community members and partners
- Engage volunteers in Casey Trees' mission by creating a meaningful experience including: forming relationships, providing customer service, and solving problems
- Prepare and give presentations at community meetings, events, workshops, etc.
- Create online materials for continued volunteer and community education
- Design promotional materials for Casey Trees events and classes as needed
- Implement programs at Department of Parks and Recreation sites and National Park sites throughout the District
- Other duties as assigned

## Competencies

- Environmental Education
- Client/ Volunteer Service
- Organizational Skills
- Safety Orientation
- Volunteer Management
- Project Management
- Problem Solving/ Analysis
- Communication Proficiency
- Public Speaking
- Time Management
- Decision Making
- Curriculum Design/ Online Classroom Specification

## Position Type/Expected Hours of Work

This is a part-time position, 20-25 hours a week. The incumbent must be able and willing to work evenings, weekends, and extended hours when needed. Preferred start date is March 2019.

## Travel/Working Environment

Travel is primarily local, although some out of the area travel and overnights may be expected. The incumbent will work frequently in an office setting and outside year-round in the heat, cold and inclement weather. The incumbent will work in DC Public School classrooms throughout the city.

## Job Announcement | Volunteer Engagement Assistant

Page 2 of 2

### Required Qualifications

- One or more years of professional experience in environmental education, horticulture, urban forestry, environmental studies, community development, or related field
- Valid Driver's license and clean driving record
- A passion for and commitment to urban and community forestry and Casey Trees' mission
- Enthusiastic with a positive attitude and strong work ethic
- Excellent time management and punctuality
- Excellent written and verbal communication, organizational, and interpersonal skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)

### Preferred Qualifications

- Background in environmental education and/or community engagement
- Proficiency in Adobe Creative Cloud
- Proficiency in Salesforce

### What you will need to apply

Please enter **Volunteer Engagement Assistant** in the subject line of your message and email the following items to the Human Resources Generalist at [jobs@caseytrees.org](mailto:jobs@caseytrees.org):

- Résumé (if applicable)
- Available start date
- Salary requirements
- Contact information for three references

**No telephone calls, please.** Final candidates will be subject to a background check at time of conditional offer.

### Equal Employment Opportunity Policy

Casey Trees is proud to be an Equal Opportunity Employer.

### Who We Are

Casey Trees is a Washington D.C.-based nonprofit, established in 2002, committed to restoring, enhancing and protecting the tree canopy of the nation's capital. To fulfill this mission, we plant trees, engage thousands of volunteers in tree planting and care, provide year-round education courses, monitor the city's tree canopy, develop interactive online tree tools and work with elected officials, developers, and community groups to protect and care for existing trees and to encourage the addition of new ones.