



Education & Restoration Programs Assistant

Gunpowder Valley Conservancy (GVC), a non-profit land trust and conservation organization located in Baltimore County, Maryland, is seeking an enthusiastic person to join our organization as an Education & Restoration Programs Assistant to support a variety of public-facing programs in environmental stewardship, watershed restoration, and community engagement. The ideal candidate will have experience with volunteer engagement and management, public speaking, and environmental communications. This is an ideal opportunity for a person seeking experience with a nonprofit organization that focuses on habitat restoration, land preservation, and environmental education.

Position schedule, pay rate, and benefits:

- 30 hours/week, exempt employee
- \$20/hour plus reimbursement of roundtrip travel mileage from home to worksite (\$0.67 cents/mile).
- Nine paid holidays/year
- Paid vacation and sick leave
- Optional health insurance plan available
- Optional participation in MarylandSaves retirement program

Job responsibilities:

The candidate must be detail-oriented, organized, and able to manage multiple tasks simultaneously. This role requires excellent communication and interpersonal skills and the ability to work independently and as part of a team. *Key Responsibilities:*

Volunteer Recruitment, Management, and Administration

- Create online event pages and registration forms for volunteer events
- Reply to volunteer inquiries and recruit volunteers
- Serve as initial point of contact for volunteer groups
- Assist with planning an annual volunteer appreciation event
- Develop and maintain partnerships with service-learning coordinators and other community partners (school groups, college organizations, faith-based groups, corporate volunteers, etc.)
- Upload event photos and sign-in sheets
- Enter volunteer data and outreach contacts in Donor Perfect and Constant Contact
- Provide data for quarterly reports and offer feedback on grant narratives

Streams Programs Coordination

- Coordinate and deliver Adopt-A-Stream workshops, which includes:
 - managing/updating workshop materials used in the training
 - delivering trainings and disseminating supplies
 - scouting adoptable stream sites
 - matching new Stream Captain volunteers with viable stream segments
 - ensuring that records of adopted streams are up to date
- Support GVC Stream Captains through communication, volunteer recruitment, sourcing supplies, and troubleshooting
- Lead Stream Cleanups for school groups, corporate sponsors, or other volunteers (3-4 per year)
- Record and manage Stream Cleanup data

Educational Workshop and Outreach Support

- Assist with delivering educational presentations and administering surveys at rain barrel and conservation garden workshops
- Follow-up email with volunteers per their interest after each workshop
- Assist with representing GVC at community outreach events (nature center festivals, school events, community meetings, etc.), as needed

Qualifications:

- Passion for environmental stewardship and community engagement
- Experience and interest in delivering educational presentations to a variety of audiences
- Knowledge of watershed health and stormwater management
- Interest in building and maintaining working relationships with volunteers and community partners
- Strong verbal and written communication skills
- Experience with data management and Microsoft Office
- Confidence in public speaking and leadership
- Time management and organizational skills to support a hybrid work schedule (time split between work from home and various field/event/workshop sites)

Preferred candidates will have the following qualifications:

- Degree in a field such as environmental science, biology/ecology, or science communications
- At least 1 year of experience with volunteer management and administration for a nonprofit organization

How to Apply: Send cover letter with resume to info@Gunpowdervc.org by **January 22, 2025**.