



JOB ANNOUNCEMENT

April 10, 2019

The Pacific Crest Trail Association, headquartered in Sacramento, California is dedicated to protecting, preserving and promoting the Pacific Crest National Scenic Trail. The following internship is currently open:

VOLUNTEER OUTREACH INTERN May-November 2019

Recruit volunteers for the spectacular Pacific Crest National Scenic Trail and support a world-class volunteer program that spans the American West. The PCTA is looking for an intern interested in learning all aspects of volunteer outreach and communication. The intern who fills this position should expect to learn and execute a variety of outreach methods, including print and digital media, and work closely with trails professionals and dedicated volunteer programs staff. It's essential that applicants to this position have strong communication skills, demonstrate creativity, and understand the importance of attending to even the smallest details. This is a great opportunity for students seeking experience in the fields of volunteer management or communications. This is a part-time internship with compensation of \$12.00 per hour.

In this position, you will have the opportunity to:

- Develop and coordinate the distribution of volunteer communications
- Develop and execute an annual volunteer outreach plan
- Regularly communicate volunteer opportunities, PCTA highlights, and programmatic news via monthly e-newsletter
- Support community-based volunteer groups' outreach efforts
- Utilize PCTA social media channels to recruit and engage volunteers
- Contribute blog posts to PCTA.org

We are seeking applicants with:

- Some college-level coursework or equivalent professional experience
- Excellent written and verbal communication skills
- Excellent organizational and analytical skills
- Strong attention to detail
- Ability to interact well with a broad range of people of all levels within and outside the organization
- Ability to prioritize and manage multiple tasks
- Ability to work independently and as a team player
- Strong research and information gathering skills
- Experience using Microsoft Office
- Positive, flexible, creative attitude and a sense of humor

Apply by May 1. Please e-mail resume, three references, and a letter of interest detailing applicable qualifications to Hiring Team at hr@pcta.org with the subject "Volunteer Outreach Intern." All attachments must include applicant's last name on the file name. Additional information on this position and Pacific Crest Trail Association are online at www.pcta.org. For questions, contact Ellen Ginda at 916-285-1838.

Pacific Crest Trail Association is an Equal Opportunity Provider.



Revision Date: April 10, 2019
Job Title: Volunteer Outreach Intern
Supervisor: Volunteer Programs Coordinator
F.L.S.A.: Non-exempt

Summary - The Volunteer Outreach Intern provides support to recruit volunteers and expand and develop outreach programs. Job duties include assisting staff and volunteer leaders with volunteer communication and outreach, including email and social media, and providing excellent customer service to volunteers and volunteer leaders. The intern will work closely with trails professionals, including dedicated volunteer programs staff, and have the unique opportunity to promote a world-class volunteer program that spans the American West.

The Volunteer Outreach Intern is a part-time position: 20 hours per week.

Essential job functions and tasks are:

Recruit and engage volunteers

- Develop and coordinate distribution of volunteer communications
- Develop and execute annual volunteer outreach plan
- Regularly communicate volunteer opportunities, PCTA highlights, and programmatic news via monthly e-newsletter
- Support community-based volunteer groups' outreach efforts
- Utilize PCTA social media channels to recruit and engage volunteers
- Contribute blog posts to PCTA.org

Provide excellent customer service to volunteers

- Respond to volunteer opportunity inquiries received via phone, email, and walk-in in a timely and professional manner
- Communicate information to new and existing volunteers, and volunteer leaders

Administrative support, as needed

- Support priority projects
- Provide organizational support for PCTA hosted meetings
- Provide general administrative support as needed including scanning, sorting, filing, printing, and copying
- Prepare shipments
- Record meeting notes
- Run general errands

Education and training:

- Some college-level coursework or equivalent professional experience required

Volunteer Outreach Intern continued

Experience and qualifications:

Required

- Excellent written and verbal communication skills, including knowledge of correct spelling, grammar, and punctuation
- Excellent organizational and analytical skills
- Strong attention to detail
- Ability to interact well with a broad range of people of all levels within and outside the organization
- Ability to prioritize and manage multiple tasks
- Ability to work independently and as a team player
- Strong research and information gathering skills
- Experience using Microsoft Office
- Positive, flexible, creative attitude and a sense of humor

Desirable

- Experience with digital marketing and communications, including social media
- Experience with cloud-based computing (Box, Asana) and design software (Adobe)
- Experience working with volunteers

Physical Requirements:

- Must be able to lift 25 lbs.
- The ability to sit for several hours at a time

Typical Working Conditions:

The Volunteer Outreach Intern will work in the PCTA headquarters, currently located in Sacramento, under the supervision of the Volunteer Programs Coordinator. This position requires the intern to sit at a desk for several hours at a time. Most duties will be performed in the office. There will be opportunities for occasional overnight and weekend travel.

Equipment Used:

The Volunteer Outreach Intern will work at a desk with a desktop computer, necessary computer peripherals, and other common office equipment.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Acceptance _____ Date _____