



## Administrative and Volunteer Coordinator

Part-Time, 25–30 hours per week

\$20–23/hour, depending on experience

Primarily remote, with occasional time in the Executive Director's home office in Arden and occasional local meetings or events

Champions for Wildlife inspires children to care about wildlife and the natural world through art, education, and meaningful experiences. Our programs help children build curiosity, compassion, and connection to wildlife, empowering them to see animals and ecosystems as something worth protecting.

Our work takes place in classrooms, through community programs, and through digital experiences such as the Kids Corner, the pilot of our Discovery Den. These tools also play an important role in how we engage and inspire donors. Parents and educators regularly share how deeply this work resonates. One parent wrote that after our program, her daughter began identifying habitats on walks, explaining food chains at the dinner table, and organizing short plays at recess where classmates brought animals to life on their forest stage. She shared, "You inspired not only knowledge, but compassion, curiosity, and a sense of stewardship for the world around us. That is the kind of learning that lasts a lifetime."

If that makes your heart light up, keep reading.

### Position Overview

The Administrative and Volunteer Coordinator plays a central role in keeping Champions for Wildlife organized, responsive, and running smoothly. This position supports day-to-day operations, maintains accurate systems and records, coordinates volunteer engagement, and provides administrative support to programs and leadership. The role reports directly to the Executive Director and serves as a key point of coordination across internal systems, volunteers, and program support.

### Key Responsibilities

#### Administrative and Operations Support

- Provide administrative support to the Executive Director
- Maintain accurate records and data entry in Bloomerang, including donor and contact information
- Track deadlines, renewals, licenses, insurance, and other compliance-related items
- Maintain shared calendars, files, and internal documentation
- Maintain workflows and task tracking systems in Monday.com
- Support internal coordination by helping ensure tasks, deadlines, and follow-up do not fall through the cracks

#### Volunteer Coordination

- Support volunteer onboarding, communication, scheduling, and record keeping
- Serve as a point of contact for volunteer questions and coordination needs
- Track volunteer hours, roles, and participation across programs and events
- Coordinate volunteer logistics for education programs, events, and special projects
- Support volunteer engagement through regular communication and follow-up
- Help plan and support volunteer appreciation, recognition, or engagement activities
- Maintain organized volunteer records and documentation

## Program and Event Administrative Support

- Provide administrative support for education programs, including scheduling, logistics, and record keeping
- Assist with coordination and logistics for events, donor visits, and volunteer activities
- Support special projects as needed to advance organizational priorities
- Assist with planning and logistics for volunteer-supported events, including preparation, coordination, and post-event follow-up

## Qualifications

- 3 or more years of administrative or operations support experience, preferably in a nonprofit or mission-driven environment
- Strong organizational skills with high attention to detail and follow-through
- Comfort working with databases, calendars, and shared systems
- Proficiency in Google Workspace (Gmail, Docs, Sheets, Drive)
- Experience with customer or donor management system, ideally Bloomerang or similar
- Experience with project management system like Monday.com
- Clear, professional written and verbal communication skills
- Ability to work independently in a remote setting while staying connected to a small team
- Interest in or connection to wildlife, education, art, or community-based work

## Work Schedule Expectations

- Monday through Friday standard work week.
- Evening and weekend work is occasional and tied to specific events or program needs
- Hybrid structure with clear expectations for availability and responsiveness.

## To Apply

Send your resume, a short note about why this mission resonates with you, and your favorite wild animal native to the United States to [tashi@championsforwildlife.org](mailto:tashi@championsforwildlife.org).