



Job Title: Volunteer and Outreach Associate
Salary: \$40,000
Location: Hybrid-Downtown Durham
Reports to: Senior Education and Outreach Manager
Application Deadline: Sunday, February 11, 2024, 11:59PM

About TLC

TLC is an accredited and well-respected land trust, having protected over 24,000 acres in the rapidly growing Triangle region of North Carolina. Since 1983, TLC has conserved land to safeguard drinking water, support family farms and the local food economy, protect important natural habitat, and connect people with nature. TLC is currently headquartered in vibrant downtown Durham, although most staff are working remotely. This is an exciting time to work at TLC as we are seeing a dramatic increase in the use of our public nature preserves and growth in community support for our mission. TLC has doubled the pace of conservation in the Triangle and conserves at least 1,000 acres per year as outlined in our [Strategic Action Plan](#).

TLC seeks to attract candidates who support our [mission and values](#) as well as respect and promote excellence through diversity. To this end, TLC recruits, hires, trains, and promotes individuals without regard to color, race, religious belief, sex, marital status, sexual orientation, national or ethnic origin, disability, veteran status, or age. To learn more about TLC, please visit our website www.triangleland.org.

We encourage applications from people who have a passion for the work outlined below, even if their professional experience does not align perfectly with the expectations listed. TLC has a generous support system that includes a mix of paid professional development opportunities as well as training and support from fellow staff members.

Position Summary

The Volunteer and Outreach Associate is an entry level position that will help expand TLC's reach into the communities we serve through community engagement and events. This position will be responsible for representing TLC at community events and will coordinate TLC's volunteer program to increase, engage and retain community support for the mission.

Essential Duties Include:

Volunteer Engagement:

- Recruit, train, and manage volunteers for TLC's programming, conservation workdays, corporate workdays, citizen science, and special events.
- Utilize VolunteerHub (volunteer management system) to schedule workdays, communicate with volunteers, organize events, and record, analyze, and publicize hours.
- Work with TLC colleagues to plan and implement successful volunteer engagement events.
- Ability to lead/assist with TLC workdays outside on nature preserves.
- Coordinate with stewardship staff for workdays and events.

Outreach & Collaborations:

- Strengthen and grow collaborations with and support of historically underserved organizations by actively applying Diversity, Equity, and Inclusion lens to all aspects of your work.

- Assist Senior Education and Outreach Manager in planning, developing and implementing innovative events, in-person and virtual activities, outings and other activities that engage the community and TLC partner groups.
- Assist Land Protection department in planning, developing, and implementing outreach events and opportunities to reach potential landowners interested in land protection programs.
- Manage TLC's Hiking Challenge Program and other programs when assigned.
- Represent TLC with various community groups and at outreach events answering questions and sharing information with the public.
- Maintain inventory and ordering of outreach supplies.
- Provide support for TLC's Teen Fellowship (Pathways Into Natural Environments and Science Program, PINES) and intern program as needed.

Essential Experience, Technical Skills and Competencies

- Associate or bachelor's degree or minimum of 2 years of fulltime work experience in the field.
- Strong critical thinking, problem-solving, and organizational skills with a focus on solutions.
- Experienced with multiple software systems.
- Experience with Diversity, Equity, and Inclusion work and a commitment to learning how our work can be more equitable and support those efforts.
- Comfortable outdoors and willing to work in a variety of indoor and outdoor locations.
- Strong written and verbal communication skills. Comfortable interfacing with the public on a regular basis.
- Ability to work independently and collaboratively in an organization that stresses teamwork.
- Flexible and able to manage multiple tasks, work with different personalities and manage tight timelines with accuracy.
- Project management skills with a strong attention to detail and organization.
- A service-oriented mindset with the desire to help others succeed.

Benefits

This is a full-time permanent and exempt position. In addition to salary, employees receive 100% employer-paid group medical and dental insurance with a Health Savings Account (HSA) or Flexible Spending Account (FSA), short-term and long-term disability insurance, term life insurance and an Employee Assistance Program. TLC also offers a voluntary 403(b) retirement plan and an employer-paid Simplified Employee Plan (SEP).

Beyond standard benefits, employees enjoy funding to participate in anti-racism work, training, and learning, and to pursue opportunities for individual professional development on an ongoing basis.

How to apply

Application Deadline: February 11, 2024 11:59PM

Anticipated start date: Late March/Early April 2024

Applications should be submitted via email as a single pdf to hr@triangleland.org with the subject line "Volunteer & Outreach Associate Application." The following documents should be included: 1) one-page letter of interest/cover letter, 2) maximum two-page resume, and 3) three professional references. References will not be contacted without notifying you first.

All applicants will receive a confirmation email. If you are selected to move forward, HR will contact you. We do not accept online application submission through Indeed, LinkedIn, or Simply Hired. And please no emails, phone calls, or drop-ins for application status updates. No paper submissions. Please, no contact from recruiters.

Triangle Land Conservancy
PO Box 1848
Durham, NC 27702
www.triangleland.org