

Outreach and Engagement Volunteer needs

Administrative Assistance



Why we need this:

Our mission is to expand the knowledge of local residents about how to best enjoy and protect trees.

We want to engage with local communities and together advocate to protect our mature trees. Join us in this effort to influence our county leadership and elected officials to enact vital legal protections for trees.

We need volunteer administrative assistance to perform any of the following functions. Time and methods are flexible.

Responsibilities and related tasks:

- Assist with administrative aspects of various financial functions
 - Track donations and transfer funds to banking account
 - Track income and expenses
 - Produce financial reports for internal use as well as the needed 501c3 required reports
- Assist with administrative aspects of various volunteer hours timekeeping functions

- Assist with Contacts Tracking: new website subscribers, new volunteer interest inquiries, new donors
- Assist with Stakeholder Tracking: researching potential allies and partners for team followup and tracking new contacts
- Assist with writing Donor Thank You Letters

Desired characteristics:

- Good to Excellent computer skills. Database skills including developer skills are highly desirable
- Looking for volunteer(s) who are able to work independently as well as with direction