

## **Internship Description: Volunteer Coordinator Assistant**

August 1 2012

**Start Date:** Position is now open

**Minimum Commitment:** 1 year, 6-8 hours/ week

### **Duties and Responsibilities**

The Volunteer Coordinator Assistant provides professional staff support to Beyond Toxics volunteers, ensuring that individuals involved with Beyond Toxics receive appropriate guidance and coordinating. The Volunteer Coordinator Assistant is responsible for volunteer supervision and coordination of events, volunteer recruitment, tabling, and developing relationships with new or potential Beyond Toxics members.

The Volunteer Coordinator Assistant should have the following skills and experience:

- Bachelor's degree in social or environment-related field or equivalent combination of education and experience
- The ability to communicate with, supervise and empower volunteers to be effective in their roles- experience with volunteers preferred
- The ability to work cooperatively with different types of personalities
- Knowledge and understanding of issues and dynamics of grassroots organizing and coalition building
- Commitment to Beyond Toxics program's goals and mission

The Volunteer Coordinator Assistant reports directly to the Executive Director and Coordinator. In addition to a passion for environmental justice, applicants should have some familiarity with databases such as Excel, Giftworks as well as strong internet research skills. A strong project support background, preferably in Non-Profits, is required.

### **Benefits**

There is no stipend associated with intern positions at Beyond Toxics. Benefits include:

1. Excellent springboard for those seeking career in environmental or professional coordination work
2. Strengthened research, writing and production skills
3. Connections to individuals within the field
4. Increased understanding of pesticide, environmental and social justice, environmental science, social justice and policy issues
5. Experience in an established non-profit structure
6. Increased understanding of effective routes to progressive reform

To apply, please send a resume with "Volunteer Coordinator Assistant" in the subject line to: Alison Guzman, Projects and Outreach Manager at [volunteers@beyondtoxics.org](mailto:volunteers@beyondtoxics.org). Feel free to call (541-525-8582) or email with any questions.