



## OUTREACH ASSISTANT I

Outreach Assistant needed for employment with the City of Ann Arbor, MI., Natural Area Preservation (NAP).

### **RESPONSIBILITIES:**

Assist Volunteer and Outreach Coordinator with aspects of managing volunteers and promoting NAP, such as:

- Actively recruit, train, and direct volunteers
- Write and edit newsletter articles and other informational, promotional, and recruitment materials
- Coordinate events and workdays with attention to logistics, supplies, atmosphere, and staffing
- Conduct volunteer stewardship workdays
- Promote healthy natural areas through work with individuals and neighborhood groups
- Attend various fairs and exhibits for recruiting and educational purposes and maintain exhibits
- Respond to emails and phone calls in a timely and professional manner
- Keep detailed, accurate records of all work performed
- Assist with controlled burns and other field work
- Perform various other duties necessary for the functioning of NAP

\*A notable portion of this work will be office-task oriented.

### **QUALIFICATIONS:**

- Friendly, outgoing personality, suitable for working with the public and answering the phone
- Experience recruiting and coordinating volunteers desired
- Proficiency with PC software, particularly Microsoft Outlook, Word, and Excel; social media; and an ability to learn new software quickly
- Excellent technical writing and editing skills
- Ability to work flexible schedule, including evenings, weekends, and holidays
- Understanding of ecological issues related to urban natural area management
- Ability to lift and carry moderately heavy items as well as sit and stand for long periods of time
- CPR, AED and First Aid certification within 30 days of hire
- All employees are required to receive payment by direct deposit

**SALARY:** \$17.28/hour; approximately 15 hours/week; primarily during business hours with some evenings, weekends, and holidays.

**DATES OF EMPLOYMENT:** This position is a regular part-time position working less than 19 hours per week. Regular part-time employees are eligible for pro-rated sick time and vacation time accruals based on hours worked. This position is also eligible for holiday pay, a pro-rated floating holiday and personal time based on the amount the estimated hours worked per week.

**TO APPLY:** Apply at <https://bit.ly/3vjpBdl> and include resume, cover letter, and three references by Wednesday, May 11th. Direct questions to Tina Stephens, Volunteer and Outreach Coordinator, Natural Area Preservation, 3875 E. Huron River Drive, Ann Arbor, MI 48104 or to [tstephens@a2gov.org](mailto:tstephens@a2gov.org), 734.794.6627.