

Volunteer & Events Coordinator

Part-Time | Approximately 20 Hours per Week | \$20–\$23 per Hour

Help people become part of local conservation.

Manada Conservancy is seeking an organized, motivated, and community-minded person to coordinate our volunteer program and help plan events that connect people with the landscapes we work to protect.

This is more than an administrative support position. The Volunteer & Events Coordinator will help create meaningful ways for community members to participate in conservation whether they are caring for protected lands, supporting an educational program, assisting at a fundraising event, or contributing their individual skills to Manada Conservancy's work.

We are looking for someone who will take genuine ownership of this responsibility: a person who believes in the value of local conservation, enjoys bringing people together around a shared purpose, and takes pride in turning good ideas into organized and successful action.

The right candidate will not need every step mapped out in advance. They will be able to recognize what needs to happen next, follow through on details, and bring ideas forward when they see an opportunity to strengthen a project or engage the community. They will also understand that effective nonprofit work is collaborative and will communicate closely with staff, committees, and volunteers.

Why This Role Matters

Manada Conservancy protects land, but lasting conservation also depends on people.

Our volunteers help care for conserved properties, support community programs, share our mission, and make events possible. A strong volunteer program allows more people to contribute meaningfully to conservation while expanding what a small nonprofit organization can accomplish.

Events provide another important point of connection. They introduce new people to our work, strengthen relationships with members and supporters, raise essential funds, and help the community understand what is at stake when local land is permanently protected or permanently lost.

The Volunteer & Events Coordinator will help ensure that people who want to support this mission are welcomed, organized, and given meaningful opportunities to make a difference.

Primary Responsibilities

Volunteer Coordination

- Serve as the primary point of contact for current and prospective volunteers.
- Recruit, welcome, engage, and retain volunteers.
- Help identify meaningful projects that can be completed with volunteer support.
- Connect volunteers with opportunities that reflect their skills, interests, and availability.
- Maintain accurate volunteer contact and participation records.
- Communicate regularly with volunteers about upcoming needs and opportunities.
- Help volunteers understand how their contributions advance our mission.
- Improve volunteer procedures, resources, and systems as the program develops.
- Look for new ways to engage volunteers and deepen their connection to the organization.

Event Coordination

- Help develop and maintain Manada Conservancy's annual calendar of events.
- Coordinate event details including schedules, locations, materials, vendors, staffing, and volunteer assignments.
- Create practical timelines, task lists, and logistical plans.
- Assist with event promotion and participant communications in collaboration with the Outreach Specialist.
- Coordinate setup, onsite activities, volunteer support, and breakdown.
- Anticipate logistical needs and help resolve problems before and during events.
- Look for thoughtful ways to make events more welcoming, engaging, and reflective of Manada Conservancy's mission.
- Participate in post-event follow-up and identify lessons that can improve future programs.

Organizational Collaboration

- Work with staff and committees to support conservation, education, stewardship, outreach, and fundraising activities.
- Provide regular updates to the Executive Director on volunteer participation and event preparation.
- Help identify opportunities for community members to become more deeply involved in Manada Conservancy's work.
- Bring forward practical ideas that could improve volunteer engagement, event quality, or organizational capacity.

The Person We Are Looking For

The strongest candidate will combine reliable coordination skills with a sincere connection to the purpose of the work.

You may be a particularly good fit if you:

- Care about conservation, natural places, community engagement, or the future of the local landscape.
- Find satisfaction in helping other people contribute to something meaningful.
- Take initiative and naturally look for ways to improve a project.
- Are dependable and follow through without needing repeated reminders.
- Can take a desired outcome and determine the practical steps needed to reach it.
- Enjoy both the human side of the work and the behind-the-scenes details required to make it successful.
- Make people feel welcomed, appreciated, and useful.
- Are willing to pitch in during events while still keeping sight of the overall plan.
- Communicate early when you need guidance, resources, or a decision.
- Want a part-time role in which your effort and ideas will have a visible impact.

Prior conservation experience is welcome, but it is not required. Genuine interest in Manada Conservancy's mission, combined with strong judgment, initiative, and follow-through, may be equally valuable.

Qualifications

- Experience with event planning, volunteer coordination, project coordination, community engagement, or related work is preferred.
- Strong organizational and interpersonal skills.
- Clear and responsive written and verbal communication.
- Ability to manage several projects and deadlines simultaneously.
- Demonstrated initiative and sound judgment.
- Comfort using Microsoft 365 applications, including Word, Excel, Outlook, and Teams.
- Experience maintaining schedules, spreadsheets, contact information, or databases.
- A valid driver's license and the ability to travel locally to meetings, events, and Manada Conservancy properties.
- Availability for occasional evening and weekend work.

A particular degree is not required. We are more interested in what you have accomplished, how you approach responsibility, and why this work matters to you.

Position Details

- **Status:** Part-time, non-exempt
- **Schedule:** Approximately 20 hours per week
- **Pay:** \$20–\$23 per hour, depending on qualifications and experience
- **Location:** In-person position based at Manada Conservancy's office in Hummelstown, Pennsylvania
- **Benefits:** PTO and paid holidays for part-time employees
- **Additional requirements:** Occasional evening and weekend work and local travel

The position offers some scheduling flexibility, with a regular schedule established in coordination with the Executive Director. Hours may vary modestly around major events.

How to Apply

Please send a resume and brief cover letter to **Chris Silvis, Director of Finance and Operations**, at office@manada.org. Include “**Volunteer & Events Coordinator**” in the subject line. If applying directly through a job posting board, a brief cover letter is still required.

Your cover letter does not need to be lengthy or formal. We would simply like to understand:

- Why Manada Conservancy’s mission or this particular work interests you.
- An event, volunteer activity, or community project you helped organize.
- An example of a time you took initiative and moved a project forward without being given detailed instructions.
- Why a substantive part-time position is a good fit for you at this point.

Applications received by July 15th will receive priority consideration. The position will remain open until filled.

Manada Conservancy is an equal opportunity employer.