

Office Support Volunteer

John Muir Land Trust (JMLT) protects and cares for open space, ranches, farms, parkland, and shoreline in the East Bay. JMLT offers our Office Support Volunteer the opportunity to meet new people, gain new skills, and to make a difference.

Volunteer Opportunity Overview: To achieve our mission, JMLT manages philanthropic, community and promotional efforts. As an Office Support Volunteer, you will perform a variety of administrative tasks depending on project deadlines.

Responsibilities and Duties:

- Data entry
- Filing and organizing
- Other duties specifically around coordination of special events.
- Following direction from JMLT staff

Qualifications:

- Dependable and punctual.
- Self-directed, willing to take initiative, and detail oriented.
- Able to respect and maintain confidentiality of JMLT's volunteers, partners, and donors.
- Critical computer, reading, and writing skills.
- Courteous and personable when serving the public.
- 18 years of age.
- Good communicator, team player, and able to accept and give clear direction.
- Must complete interview and training.
- May be asked to undergo a background check based on assignments.
- Access to a computer and internet.

Extra Information

Location: Remote

Commitment: Short Term: 4 hours/week between 9am-5pm for one month
Long Term: 20-32 hours/week between 9am-5pm for 3 months

Staff Contact: Community Programs Manager, Hannah Hodgson, hannah@jmlt.org (925)387-8738.

Training: Onsite training may include: Office orientation, database tutorial and filing and storage system. Please attend a Volunteer Orientation within a year of beginning the role.

Compensation: This role is purely voluntary.

Apply: Short Term: Fill out our volunteer interest form here: jmlt.org/volunteer
Long Term: Email resume to Hannah@JMLT.org