



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, your support provides a meaningful contribution in communicating to our donors and community at large the importance of land conservation in our region.

Responsibilities and Duties:

- Collating donor mailings (alphabetizing, folding, stuffing, sealing envelopes)
- Filing and organizing
- Photocopying and scanning
- Other clerical projects

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
- 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

Additional Information

Location: JMLT Office

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: Database Director, Beth Perot, beth@jmlt.org

Training: Onsite training may include: office orientation, mailing project tutorial, and filing and storage system.

Compensation: This role is purely voluntary.

Apply: Fill out our volunteer interest form here: jmlt.org/volunteer