The mission of Pines and Prairies Land Trust is to protect natural and cultural resources and promote sustainable agriculture through education and preservation of open space in Central Texas.

**Position: Admin Volunteer**

**Purpose:** The purpose of the admin volunteer is to support Pines and Prairies programs, communications, and fundraising with flexible and often independent projects.

**Location:** Pines and Prairies Office, 1018 Main street, Suite B, Bastrop, TX 78602
OR your place at your convenience

**Key Responsibilities:**
Admin volunteers may be asked to:
- Fold and prep newsletters
- Write thank you notes
- Organize supplies for projects
- Research grant opportunities
- Post events and opportunities to calendars across five counties
- Social media
- Blogging about our preserves

**Time Commitment:**
- Generally 1-3 hours based on project

**Qualifications**
- Independent worker
- Tact and integrity
- Access to a computer for work done outside the office

**PPLT Support:**
- All print materials will be provided by PPLT
- Contact courtney@pplt.org