



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