Corporate Volunteer Coordinator Job Description

Deadline to Apply: January 31, 2022
Intended Start Date: March 15, 2022
To apply: Applicants will need to submit a resume and cover letter via the link below:
https://app.smartsheet.com/b/form/e7e84364afdb741eab91d59f3e3280391

The Billion Oyster Project’s Corporate Volunteer Coordinator is a high-performing project coordinator who genuinely enjoys working in a fast-paced environment and is an enthusiastic problem-solver. The Corporate Volunteer Coordinator will lead the planning and execution of corporate volunteer events, while assisting with other projects related to corporate partner engagement. This position will report to the Corporate Giving Officer and will be an important member of the Billion Oyster Project Development team.

The ideal candidate for this position is a team player who is reliable, outgoing and comfortable with public speaking, with excellent organizational skills and the ability to effectively manage multiple projects at once.

What You’ll Do
Billion Oyster Project engages a diverse portfolio of corporate partners in our mission to restore oyster reefs through public education initiatives, by planning fun and fulfilling corporate volunteer events. The Coordinator position provides an excellent opportunity to gain experience in many aspects of nonprofit corporate fundraising, including program coordination, event planning and execution, prospect research, communications, relationship management and administration. Additionally, you will be a part of a small, fun, hardworking, mission-focused team and get to work outdoors!

As a member of the Development Team, the Corporate Volunteer Coordinator will collaborate with corporate partners and employee volunteers to build towards the mission of Billion Oyster Project – to restore oyster reefs to New York Harbor through public education initiatives. This mission includes restoring 1 billion oysters to New York Harbor by 2035 through the education and engagement of 1 million people.

Here’s what you’ll do as part of our team:

● Act as the primary point of contact leading up to each corporate volunteer day, creating event overviews to share with corporate group leads and responding in a timely manner to follow-up questions
● Collaborate closely with Community Engagement and Restoration teams to understand volunteer needs and determine corporate volunteer projects; attend weekly fabrication meetings to plot and discuss projects for each week
● Coordinate booking of corporate events and maintain a shared event calendar
● Oversee logistical planning for corporate volunteer days from start to finish, including arranging catering, making ferry reservations, and coordinating volunteer projects
● Conduct prospect research on corporate volunteer attendees in advance of each event to flag potential Billion Oyster Project donors
● Serve as the on-site lead for corporate events, including welcoming the group, assisting with ferry boarding and check-in, leading group on a tour of Billion Oyster Project’s history and mission, explaining volunteer project tasks, taking photos, overseeing group catering, and troubleshooting issues that arise during event
● Execute thorough event follow-up, including recording volunteer project impact metrics and feedback, inputting volunteer information into salesforce database, creating digital photo album and sending thank-you emails to participants
- Work with Billion Oyster Project Communications team to generate content for social media that highlights corporate volunteer contributions and opportunities
- Compile information for grant reports and program evaluations related to the corporate volunteer program
- Research and assist with outreach to new potential corporate partners
- Assist with planning and execution of other events that involve or engage corporate partners throughout the year
- Other projects, as assigned

**Required Qualifications:**
The successful candidate will have an interest in nonprofit fundraising and volunteerism, as well as a genuine concern and passion for environmental restoration and education. Other requirements include the ability to work independently, flexibility to adapt quickly in a changing environment, and the ability to represent the organization in front of a variety of high-level business partners. Must also be able to work well in a team and treat others with respect and professional courtesy.

- Experience working effectively with people of various backgrounds
- Ability to take initiative, manage several projects at once and multitask
- Flexibility and adaptability; excellent problem-solving skills
- Exceptional communication and public speaking skills; comfort with speaking in front of a crowd
- Proficiency with Google Suite (docs, sheets, slides, etc.) is required; experience with Mailchimp, Flickr, and Salesforce is a plus
- Strong organizational skills with attention to detail
- Comfortable with and enjoy working outdoors

**Desired Qualifications:**

- Experience working with professionals from the corporate sector
- Experience or interest in working with volunteers
- Experience with program evaluation and reporting
- Understanding of various social media platforms (Instagram, Facebook, Twitter, LinkedIn, YouTube)
- Background in or passion for education, environmental sustainability, and/or nonprofit communication

**Work Schedule**
Mondays–Fridays, 9am-5pm, 40 hours per week or a schedule consistent with needs of the department’s current projects. Ability to work nights and weekends occasionally as needed. Required to be on Governors Island or at other field site locations leading events 2-3 days per week during volunteer season (April–November) with the option to work remotely during the remainder of the year.

**Salary, Benefits, and Perks**
The starting salary for the Corporate Volunteer Coordinator will range from $45,000 to $55,000.

This is a full-time, year-round position at the Billion Oyster Project, a 501(c)3 nonprofit organization. The benefits include:

- A generous vacation and PTO policy
- Health, dental, vision, and life insurance
- 401K plan
- An inspiring working environment on Governors Island in New York Harbor
- FSA plan
- Pre-tax commuter program
- Citi Bike discount
Who We Are and the Work We Do

About
The Billion Oyster Project is a 501(c)(3) nonprofit organization whose mission is to restore oyster reefs to New York Harbor through public education initiatives. The Billion Oyster Project is fueled by the passion and commitment of the team. Enthusiasm for the work of environmental restoration, public education, and environmental justice is an expectation for the position. Candidates should be comfortable working on a team with various stakeholders and delivering on complex, multi-step projects.

Our Vision
A future in which New York Harbor is the center of a rich, diverse, and abundant estuary. The communities that surround this complex ecosystem have helped construct it, and in return, benefit from it, with endless opportunities for work, education, and recreation. The Harbor is a world-class public space, well used and well cared for—our Commons.

Our Ethos
Restoration through Education
We believe that restoration without education is fleeting. To ensure the long-term health and productivity of our natural environment, we must teach young people to care for, monitor, and restore their harbor.

Education through Restoration
We believe that students learn best when applying their studies to large-scale ecosystem restoration projects that challenge them to become active participants and take them out of the classroom, down to the water’s edge to experience the ecosystem first-hand.

Our Flagship School
The Urban Assembly New York Harbor School’s mission is to provide a college-preparatory education built upon New York City’s maritime experience that instills in students the ethics of environmental stewardship and the skills associated with careers on the water. New York Harbor School offers career and technical education (CTE) programs in 7 areas of marine science, technology, policy, and engineering.

Additional Information
Employment Authorization
Applicants must be authorized to work for ANY employer in the United States. We are unable to sponsor or take over sponsorship of an Employment Visa at this time.

Work Location
Employees of Billion Oyster Project must reside within the tri-state area and be able to commute daily to Governors Island unless otherwise noted in the job description.

Equal Employment Opportunity
Our goal is to be a diverse workforce that is representative, at all job levels, of the communities we serve. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We believe that diversity and inclusion among our teammates are critical to our success as an organization, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

Fingerprinting
Any person working in the New York City Department of Education (NYC DOE) buildings, working with NYC DOE students, or who has access to NYC DOE confidential information is required by New York State law to undergo a security clearance, including fingerprints, prior to commencing services. All prospective employees must have a security clearance before starting work. No one can be fingerprinted by the NYC DOE or undergo the security clearance unless they have been added to the organization or agency’s Personnel Eligibility Tracking System roster.