

Western Wildlife Corridor

Position Title: Volunteer & Events Coordinator

Position Type: Full Time

Location: Hybrid (Employee works a combination of onsite and remote)

Hours: 40 hours per week

Rate: \$20-25 an hour

Benefits: Retirement and Monthly Expense Stipend



About Us: Western Wildlife Corridor protects, restores, and preserves natural habitat, and provides education to foster connections with the environment. We envision a protected natural corridor along the Ohio River Valley from Mill Creek to the Great Miami River that benefits wildlife and the neighboring communities. Since 1992, we have been focused on protecting natural green space and have over 400 acres of forests and numerous nature preserves open for the public to explore, learn, and discover.

Position Summary: The Volunteer & Events Coordinator will help lead our land stewardship and education efforts by coordinating volunteers, organizing events, facilitating committee meetings, responding to public inquiries, maintain tools, achieving project outcomes, attending board meetings, and effectively telling our story to the public. The position is full-time, 40 hrs. a week and reports to the Executive Director. Activities will vary greatly by season and typically half the time will be spent in the field or attending events, 25% of the time will be spent at the Kirby Nature Center Office, and 25% of time spent working remotely.

Specific Tasks Include

- Coordinate and recruit volunteer preserve monitors to maintain trails and restore habitat,
- Organize, promote, and co-lead volunteer events, educational programs, and group outings,
- Organize annual inspections of conservation easements and properties,
- Maintain, inventory, and purchase tools and equipment,
- Facilitate Land Stewardship and Event Committee meetings,
- Help manage google business, Alltrails, website, social media, and other public sites,
- Assist in maintaining Kirby Nature Center, Barn, and Playscape,
- Help achieve successful project outcomes by completing tasks,
- Attend Board Meetings, and
- Perform other tasks as assigned.

Qualities of Ideal Candidate

- Ability to organize and work with diverse groups of volunteers,
- Able to think critically, solve problems, and work independently,
- Comfortable with engaging the public and speaking to groups,
- Ability to use GIS, mapping software, and find survey markers,
- Basic First Aid Certification,
- Able to bend, lift, and carry up to 40lbs,
- Experience with hand and power tools,
- Availability on night and weekends,
- Willingness to learn new skills, techniques, and grow professionally, and
- A love for nature and the forested hillsides along the Ohio River Valley.

To apply please send an email to matt@westernwildlifecorridor.org with your cover letter and resume by March 1st 2025. Applications will be reviewed in the order they are received.