



## JOB OPPORTUNITY

### Volunteer & Outreach Coordinator

**Release Date:** Sep. 2025

**Start Date:** As soon as possible

**Job Status:** Full-Time, Hourly Non-Exempt, Benefits-Eligible

**Schedule:** Monday - Friday with regular weekend events

**Location:** Multiple sites around San Diego County including remote, SDBA office, San Diego Mission Bay, Anstine Nature Preserve in Vista, and Silverwood Wildlife Sanctuary in Lakeside.

**Pay rate:** \$21-23/hr

San Diego Bird Alliance (SDBA), a dynamic and growing non-profit organization working to defend our region's birds, unique biodiversity, and threatened habitats through advocacy, education, and restoration, is seeking a Volunteer and Outreach Coordinator. If you have a passion for conservation, community engagement, and building meaningful volunteer programs, we want to hear from you!

The Volunteer and Outreach Coordinator will develop, implement, and manage SDBA's comprehensive volunteer program while leading community outreach efforts to expand our impact and volunteer base. This position will report directly to the Operations Manager.

#### Duties & Responsibilities

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- Outreach & Recruitment
  - Support SDBA's volunteer program by identifying volunteer needs and strengthening volunteer involvement in all programs
  - Grow and diversify SDBA's volunteer base, recruiting volunteers for all opportunities including habitat restoration events, wetlands docent programs,

- interpretive nature walks, advocacy work, nature preserve hosting, Conservation Committee, TernWatchers program, Bird Festival, and Love Your Wetlands Day
  - Prepare, maintain, and distribute informational booth supplies and outreach materials that effectively communicate volunteer opportunities and organizational impact
  - Be SDBA's community ambassador at events, festivals, and gatherings throughout San Diego County to build organizational visibility and inspire new supporters
  - Establish and maintain an annual outreach calendar and coordinate implementation team
  - Develop and maintain partnerships with community organizations, schools, and other groups to expand our network
  - Support special events and organizational initiatives that advance our mission
- Engagement, Training & Support
  - Engage and train docents and volunteers as requested by each department
  - Manage volunteer communications including promoting opportunities in newsletters and on social media, connecting volunteers with roles that match their interests and skills, providing event logistics, answering questions, and following up with post-event messages.
  - Create engaging training materials, including handbooks and presentations, that inspire and educate new volunteers
- Data Management & Program Enhancement
  - Develop and institutionalize processes to minimize staff time spent collecting, storing, and tracking volunteer data
  - Design efficient data collection systems for volunteer events and public programs
  - Maintain accurate volunteer records in CRM database, Google Sheets, and other organizational systems to track our growing impact
- Recognition & Retention
  - Honor volunteer contributions by identifying and organizing volunteer award nominations throughout the year
  - Host appreciation events that celebrate our volunteer community and their conservation achievements, such as SDBA's Annual Volunteer Appreciation Event
  - Celebrate volunteer accomplishments by occasionally writing content for Sketches newsletter, website, e-newsletter, and annual report

### **Desired Skills and Qualifications**

- Bachelor's degree in related field or equivalent combination of education and experience
- 2+ years of experience in volunteer management, community outreach, or nonprofit program coordination
- Previous experience with event planning and community engagement
- Excellent written and verbal communication skills
- Strong organizational and project management abilities
- Proficiency in database management and basic computer applications

- Ability to work independently and as part of a team
- Ability to communicate well in Spanish is a plus
- Passion for environmental conservation and protection of native species and habitats

### **Other Job Requirements**

- Ability to work flexible hours including some evenings and weekends for events and volunteer activities
- Valid California driver's license and reliable transportation
- Ability to lift and carry materials up to 25 pounds
- Comfortable working outdoors in various weather conditions
- Must pass background check

### **Salary, Benefits & Terms**

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This is a regular full time (40hr/wk), non-exempt position with a wage range of \$21 to \$23 per hour, commensurate upon experience. We are committed to providing an inclusive work environment, including flexible work schedules, telework options, 100% healthcare premium, generous vacation, sick leave, and holiday time, and SIMPLE-IRA 3% matching retirement benefit after the first calendar year of employment. Benefit details provided by request.

### **Equal Employment Opportunity Employer and Statement on Diversity**

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San Diego Bird Alliance Society is proud to be an Equal Employment Opportunity employer. We do not discriminate based upon race, religion, color, national origin, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, genetic information, or other applicable legally-protected characteristics. San Diego Bird Alliance is committed to building a diverse and inclusive environment reflecting the diversity of our community in its board, staff, volunteers, and members and ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals

### **How To Apply**

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Email cover letter and resume as a single PDF to [jobs@sandiegobirdalliance.org](mailto:jobs@sandiegobirdalliance.org) with "Volunteer & Outreach Coordinator" in the subject line. Applications without a cover letter will not be considered. Applications in other formats, such as Word documents, will also be accepted. No phone calls, please.

Applications will be reviewed on a rolling basis and the position may be filled at any time, so early applications are encouraged. We hope to have the right person in place by October.