

MISSOURI DEPARTMENT OF CONSERVATION

JOB OPPORTUNITY



VOLUNTEER ENGAGEMENT ASSISTANT

Branch: Relevancy Branch Unit: Affiliate Volunteer Unit	Pay rate: \$15.75 per hour
Location: Kansas City or Jefferson City, Hybrid remote/office eligible after 6 months	Position type: Part-time (H4), 20-30 hours per week
Benefits: Flexible schedule	Application period closes February 10, 2023
To apply: Send a cover letter, resume, and 3 references to Cara.Arrigo@mdc.mo.gov Interviews will be held in person	

CULTURE:

The Missouri Department of Conservation supports a family culture focused on diversity of thought, where all employees openly share ideas and turn their passion into purpose.

DUTIES AND RESPONSIBILITIES:

- Assist the regional Volunteer Engagement Coordinator with implementation of the Stream Team and Master Naturalist programs in the Kansas City, Central, Northwest, and Northeast regions.
- Develop and maintain positive and productive working relationships with Department of Conservation's (MDC) resource management, education, and community conservation staff within assigned regions; and with Department of Natural Resources' (DNR) state parks, air, and water resources staff within assigned regions.
- Collaborate with DNR's Volunteer Water Quality Monitoring Stream Team staff and MDC's Volunteer Education & Citizen Science Coordinator to assist volunteers interested in citizen science projects.
- Strategize with other regional Volunteer Engagement Assistants and the regional Volunteer Engagement Coordinator on how to best recruit, retain, and reactivate volunteers.
- Recruit new volunteers into the Stream Team and Master Naturalist programs.
- Create and deliver educational programs for the Stream Team and Master Naturalist programs.

- Create original content for social media pages and seasonal newsletters for the Stream Team and Master Naturalist programs including but not limited to brochures, fliers, and presentational materials.
- Provide excellent customer service for Stream Team and Master Naturalist volunteers, including responding to emails and voicemails promptly and with enthusiasm.
- Assist Stream Team watershed associations, Master Naturalist Chapters, and affiliate partners with delivering educational and environmental stewardship projects. Affiliate partners include DNR, University of Missouri-Extension, Conservation Federation of Missouri, and Stream Teams United.
- Assist with making initial welcome calls to new volunteers and checking in on inactive volunteers.
- Provide information and assistance to Stream Teams on general stream stewardship projects, litter pickups, water quality monitoring, and other activities undertaken by individual Stream Teams
- Assist regional Volunteer Engagement Coordinators in the setting up of Stream Team Associations along watershed boundaries and new Master Naturalist Chapters.
- Evening, overnight, and weekend work will be expected.
- Other duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree (B.S.) or Course Work in Education, Biology, Ecology, Environmental Science, or the Natural Resources preferred but not necessary.
- One to three (1-3) years of experience in the natural resource or community science field preferred.
- Experience with Office 365 products, Adobe products, and video conferencing platforms.
- Applicants are required to maintain a valid, current driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to proficiently use Office 365 products, Adobe products, and video conferencing platforms.
- Ability to carry out complex oral and written directions.
- Ability to demonstrate excellent organizational skills.
- Ability to perform and prioritize multiple assignments.
- Ability to establish and maintain an effective working relationship with Department staff and the general public.
- Ability to demonstrate good work habits including being dependable, efficient, and meeting deadlines.
- Ability to maintain the integrity of confidential information.
- Ability to demonstrate customer service skills, including excellent communication skills.

CONDITIONS OF EMPLOYMENT:

This position has been determined to be exempt according to the Fair Labor Standards Act. Employees must agree to accept compensatory time off in lieu of cash payments in accordance with the Department's Compensatory Time Off and Overtime policy.

Smoking is prohibited in all owned, rented or leased Department of Conservation offices, buildings, and similar facilities, in Department aircraft, and in vehicles.

The Department of Conservation will hire only United States citizens and aliens authorized to work in the United States. All new employees will be required to complete an "Employment Eligibility Verification" (Form I-9) and produce requested documentation after employment.

Candidates seeking initial employment must submit to a drug screen following offer of employment.

All persons employed with the state of Missouri shall file all state income tax forms and pay all state income taxes owed.

For more information about this position, you may contact:

Cara Arrigo

Cara.Arrigo@mdc.mo.gov

You can view this position online at: [MDC Online Recruitment \(mo.gov\)](#)