



Connecting People with Nature since 1920

600 Ramapo Valley Road • Mahwah, NJ 07430 • T 201.512.9348 • F 201.512.9012 • www.nynjtc.org

Position: Volunteer Engagement Associate  
Reports to: Volunteer Engagement Manager

Date: June 2022  
FLSA: Exempt

---

### Position Summary:

The New York-New Jersey Trail Conference is committed to building a culturally diverse organization whose employees are committed to ensuring that the joys of nature belong to everyone, regardless of race, ethnicity, gender, gender identity, age, disability, national origin, or religion. Reporting to the Volunteer Engagement Manager, the Volunteer Engagement Associate will work to support our 2,500+ volunteers.

### Responsibilities

- Recruit and screen applicants for volunteer positions; assign new volunteer placements based upon needs of volunteer leaders and document the placement of volunteers.
- Develop and foster relationships with volunteers to ensure they're properly supported, both in and out of the field and respond to all volunteer inquiries.
- Manage volunteer data for the tracking and recording of volunteer interests, assignments, accomplishments as well as for statistical purpose.
- Help with creating, editing, and formatting website content in support of the volunteer program.
- Provide and facilitate the training of new and prospective volunteers using the TC's online training resources, as well as in person workshops.
- Conduct analysis of events and attendee participation to identify trends, recruitment opportunities, and to make appropriate recommendations based on the analysis.
- Identify and implement opportunities for volunteer recognition.
- Help with planning and implementation of the annual Volunteer Appreciation Event
- Interface with all departments for a variety of projects and tasks necessary to keep volunteer programs running smoothly

### Qualifications

- Passion for the Outdoors.
- Proven experience managing multiple, simultaneous projects and deadlines.
- Excellent writing and communication skills.
- Must possess excellent organizational and planning skills.
- Must have a valid driver's license and reliable transportation.
- Must be able to work evenings and weekends as needed.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Strong computer skills mandatory: experience working with CRM, Microsoft programs, and data systems preferable.
- Experience running training programs and facilitating workshops preferred.
- Experience working with volunteers is preferred.
- Experience with conservation work skills or related skills is a plus – i.e., trail maintenance, trail construction, habitat restoration, chainsaw, carpentry, landscaping, and gardening a plus.

### Work Environment

Based in Mahwah, New Jersey, this is a full-time position beginning immediately. It offers a full-time, competitive salary with health and retirement benefits and opportunities for learning.

While work performed at the Trail Conference's headquarters is preferred, remote and hybrid work arrangements may be used to allow staff members to fulfill some or all their duties from an off-site location.

Enabling remote and hybrid work is a strategic business decision, in addition to being a benefit for staff members, and is consistent with the Trail Conference's culture, including:

- Creating a highly engaged, equitable, diverse, and inclusive workforce.
- Attracting and retaining staff members by providing a work environment that is supportive, productive, and flexible.
- Sustaining a highly collaborative culture.
- Fostering an environment for continued productivity, improvement, and excellence.
- Empowering decisions that prioritize both business needs and staff member preferences.
- Reducing our environmental impact and aligning with the organization's sustainability goals.

For these reasons, we encourage the use of remote and hybrid work arrangements and flexible scheduling when appropriate and when in alignment with the needs of the teams. Approval for such arrangements is granted at the discretion of the Trail Conference management and is subject to ongoing and periodic review. The determination of staff member eligibility for remote and hybrid work will be made in accordance with organization's Hybrid Work Policy and the needs of the organization.

The Trail Conference believes that the joys of nature belong to everyone, regardless of race, ethnicity, gender, gender identity, age, disability, national origin, or religion. We pledge to uphold equality in our hiring and employment practices and to create an environment where everyone, from any background, can do their best work.

#### Compensation

The salary range is between \$40,000 and \$42,500 and commensurate with experience. The Trail Conference proudly provides a full range of benefits including employer subsidized health care, matching 403(b), complimentary membership, eighteen+ paid holidays, nine paid sick days, and twelve paid holidays.

#### Application:

To apply, please submit the following items via email attachments (start all file names with your last name) to [jobs@nynjtc.org](mailto:jobs@nynjtc.org), subject line: *Volunteer Engagement Associate: "Your Last Name"*. All application materials will be kept confidential.

1. A professional resume.
2. A cover letter addressing your interest and qualifications.
3. Contact information for three references.

This position is available until filled. Candidate interviews will begin immediately and continue until an offer is made. No calls, please.

#### Employment Opportunities

The New York-New Jersey Trail Conference provides equal opportunities to all employees and applicants for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status, or any other protected category under federal, state, and local law. We pledge to uphold equality in our hiring and employment practices and to create an environment where everyone, from any background, can do their best work.

#### About Us

For more information about the New York-New Jersey Trail Conference, please visit <https://www.nynjtc.org/about-us>