

POSITION: Outreach and Administrative Support Volunteer

ORGANIZATION: EarthShare North Carolina



CONTACT: Heather Beard, Executive Director

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LOCATION: 331 West Main St, Suite 505, Durham NC 27701

BACKGROUND:

EarthShare North Carolina is a coalition of 70 environmental nonprofit organizations. We partner with businesses to connect more people with the work of environmental nonprofits through workplace giving and engagement programs. One of our programs, Campout! Carolina, is North Carolina's only statewide event to celebrate and bring attention to North Carolina's natural environment, and is an easy way for people to connect to the outdoors. Campout! Carolina encourages individuals and community groups to show support for North Carolina's environment by camping on the same weekend in October.

SPECIFIC ROLES AND DUTIES:

- 1) Campout! Carolina 2014
 - a. Email and phone outreach as needed
 - b. Mailing of C!C posters
 - c. Update and maintain tracking of groups and individuals from Campout! Carolina website
 - d. Tracking campers and update Where are You Camping map
- 2) E-Newsletter Assistance
 - a. Research and maintain calendar of volunteer events and activities for ESNC member nonprofits
 - b. Compile recent accomplishments for ESNC member nonprofits
 - c. Assist with other content for the newsletter
- 3) Administrative Assistance – mailings, data entry, filing, etc.

HOURS:

Commitment of at least 4 hours per week is expected.

TO VOLUNTEER:

Email resume and statement of interest to Heather Beard.