



JOB ANNOUNCEMENT

May 31, 2017

Work passionately on behalf of the finest hiking and equestrian trail in the western United States. **Work for the Pacific Crest Trail Association!**

The Pacific Crest Trail Association, headquartered in Sacramento, California is dedicated to protecting, preserving and promoting the Pacific Crest Trail. The following part-time, Sacramento office staff position is currently open:

Volunteer Programs Outreach Assistant – Part-time

In this volunteer programs position, you will have the opportunity to:

- Recruit and engage volunteer using email and social media
- Provide excellent customer service to volunteers
- Track potential and active volunteer activities
- Assist the Volunteer Programs staff on priority projects

The Volunteer Programs Outreach Assistant will support the Volunteer Programs staff to help grow PCTA's volunteer community. The ideal candidate will have excellent written and verbal communication skills, organizational and administrative skills, attention to detail, and enthusiasm to join a dynamic and growing team. This position will lend critical support to help achieve the volunteer program goals of the organization.

The Volunteer Programs Outreach Assistant is a part-time position of 20 hours per week, 5 hours per day during regular business hours, with some flexibility in daily schedule. Hourly wage is \$12 - \$13 per hour, depending on experience.

We are seeking applicants with:

- Minimum of two years of relevant experience
- Excellent written and verbal communication skills, including knowledge of correct spelling, grammar, and punctuation
- Excellent organizational and analytical skills
- Strong attention to detail
- Ability to interact well with a broad range of people of all levels within and outside the organization
- Ability to prioritize and manage multiple tasks
- Ability to work independently and as a team player
- Strong research and information gathering skills
- Positive, flexible, creative attitude and a sense of humor
- A strong interest in the mission of the PCTA

Desirable:

- Experience with digital marketing and communications
- Experience with cloud-based computing (Mail Chimp, Box, Asana)
- Experience working with volunteers

Submit application by **June 19, 2017**. Please e-mail resume, a list of 3 references, a letter of interest detailing applicable qualifications, and salary history to hr@pcta.org *with the subject Volunteer Programs Outreach Assistant*. Additional information on this position and Pacific Crest Trail Association is available at www.pcta.org. For questions, contact Ellen Coyle at 916-285-1838.

Pacific Crest Trail Association is an Equal Opportunity Provider.