



Berkshire Natural Resources Council Pittsfield, MA

Volunteer and Outreach Assistant

October 2021

Berkshire Natural Resources Council (El Consejo de Recursos Naturales de Berkshire) es una organización sin ánimo de lucro que conserva el terreno, protege la vida silvestre y el hábitat, preserva las granjas locales y contribuye a mantener los exteriores de Berkshire libres y accesibles para todos. El BNRC está contratando personal. Aunque el trabajo que se describe a continuación se inicia completamente o casi completamente en inglés, el BNRC agradece el interés de los candidatos bilingües que puedan ayudar a la organización a ser más inclusiva en su trabajo.

Berkshire Natural Resources Council (BNRC) is offering a year-round, part-time Volunteer and Outreach position to be filled immediately. This position requires roughly 60% fieldwork and 40% office work (working from home is an option for some tasks or days). The workweek will range from 20-30 hours/week. An exact schedule will be developed with the selected candidate but will primarily take place during weekdays and 1-2 weekends per month. Full-time work is possible, depending on the candidate and qualifications. BNRC's office is located in downtown Pittsfield and travel throughout Berkshire County is necessary. The salary is \$17-\$20/hour, depending on experience.

BNRC is a non-profit land trust working throughout Berkshire County in western Massachusetts to protect and preserve the natural beauty and ecological integrity of the Berkshires for public benefit and enjoyment. Starting in 1967, BNRC has protected over 23,000 acres of conservation land in Berkshire County. BNRC maintains 60+ miles of public hiking trails throughout its 56 conservation reserves. BNRC manages The High Road project, which seeks to connect towns to trails throughout our region. BNRC lands are open, free to the public, for all types of non-motorized recreation.

BNRC is a robust and growing organization seeking to conserve important ecological lands and provide opportunities for residents and visitors to enjoy nature and a wide variety of outdoor activities.

BNRC is an Equal Opportunity Employer. We especially welcome applications from BIPOC, LGBTQ+, women, and veterans. We are actively engaged in ensuring our properties are welcoming to all, and increasing diversity, equity, and inclusion in all aspects of our work.

The Volunteer and Outreach Assistant will focus on coordination of the volunteer program through training volunteers, leading workdays, and general volunteer program maintenance. They will also support public programming initiatives such as co-leading and leading hikes and educational programming. The Volunteer and Outreach Assistant will report to the Community Conservation Manager and, at times, will work with the Director of Public Programs.

Responsibilities:

Support the Community Conservation Manager in the following activities:

- Provide field training for volunteer trail stewards in good trail maintenance practices and trail condition reporting
- Engage in regular communication with volunteers about workday details, on-boarding new volunteers, and recordkeeping for volunteer program

- Coordinate volunteer workdays
- Contribute content for blog posts, social media, and BNRC publications
- Provide support to public program initiatives including event promotion, communication with partners, and conducting project specific research
- Assist with keeping program materials such as hand tools cleaned and organized
- Track volunteer efforts for reporting purposes

At times, and once trained, serve as a lead staff member for a BNRC public program:

- Lead volunteer workdays involving basic trail maintenance, invasive species removal, etc.
- Lead BNRC guided hikes for the public and private groups
- Represent BNRC as an organization at public events, sharing the mission, areas of work, and how people can get involved in and support the efforts

Required Qualifications:

- Effective communication skills in writing and conversation
- Collaborative and respectful leadership skills
- Willingness to work outside year-round
- Access to your own vehicle (mileage will be reimbursed)
- Comfort with hiking or other physical labor

Preferred Qualifications:

- Bilingual
- Experience working with community programming or organizing
- Experience working in outdoor or natural settings
- First Aid Certification
- Knowledge of New England plants and animals

To Apply:

Interviews will be set up on a rolling basis until the position is filled. Please submit a cover letter, resume and three references to Mariah Auman at mauman@bnrc.org or (413) 499-0596.