



## Volunteer Position Description

*The mission of The Nature Conservancy is to conserve the lands and waters on which all life depends.*

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**Position Title:** Interpretive Programs Specialist  
**Location:** Portland Office, 1634 SW Alder St and/or 821 SE 14<sup>th</sup> Ave.  
**Report to:** Gardiner Miller, Volunteer Programs Specialist

**Purpose:** The Interpretive Programs Specialist will provide high level administrative support to The Nature Conservancy's Oregon Volunteer Program. This volunteer will help develop new training manuals for our volunteer naturalist and hike leader programs, enabling our volunteers to access materials through [Box](#), an online/phone application. Tasks include writing, editing, research and digital manual creation.

### Duties:

- 1) Review current training manuals and resources for TNC Oregon's volunteer naturalists and hike leaders.
- 2) Research similar program training materials/guides.
- 3) Develop competency in Box, TNC's preferred app.
- 4) Make recommendations to TNC staff for training manual updates.
- 5) Create the new training manuals on Box- writing, editing, uploading and formatting.
- 6) Assist TNC staff with training development- how to use the new guides.
- 7) Assist Volunteer Programs staff with other projects as needed.

### Requirements:

- 1) Attendance at our volunteer orientation and other volunteer training sessions as needed to perform position duties.
- 2) Strong research, writing, organizational and project management skills.
- 3) Enthusiasm and ability to work as part of a team.
- 4) High level knowledge of online applications, and an interest in mastering [Box](#).
- 5) Proven administrative skills and attention to detail.
- 6) Knowledge of The Nature Conservancy and/or willingness to learn.
- 7) Willingness to commit to the mission of The Nature Conservancy.

**Length of appointment:** 1 to 2 months, starting as soon as possible.

**Time Commitment:** 4 to 6 hours per week (estimate, but this is flexible and may change as we learn more about project needs).

**Support provided:** Volunteer orientation and guidance/supervision from Volunteer Programs staff.

**Benefits:** The person in this role will have an opportunity to gain skills in volunteer program and non-profit management.

**Contact:** Gardiner Miller, Volunteer Programs Specialist, The Nature Conservancy in Oregon, (503) 802-8100 or [gmler@tnc.org](mailto:gmler@tnc.org).