



Protecting nature. Preserving life.

### VOLUNTEER OPPORTUNITY

<b>Title:</b>	<b>Operations Volunteer</b>
<b>Preferred Hours:</b>	Flexible (Business hours: 9am-5pm)
<b>Approx. Dates:</b>	Flexible
<b>Location:</b>	Boston, MA

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#### About this Opportunity:

The Nature Conservancy in Massachusetts (Boston Office) is seeking an Operations Volunteer to assist with various administrative projects including:

- creating office signage and documentation,
- updating the Massachusetts volunteer database,
- meeting and special event assistance;
- handling reception
- Ad hoc tasks and projects as they arise.

They will work closely with the Operations Coordinator and may work with other staff on projects as they come up.

#### Knowledge/Skills Preferred:

- Customer service skills and the ability to communicate in English effectively with both internal and external parties. Ability to professionally represent the Conservancy and converse with current and new partners and stakeholders.
- Ability to prioritize work independently, working with supervisor as needed.
- Ability to take initiative and make recommendations where appropriate.
- Interest in The Nature Conservancy's mission and the internal, behind-the-scenes workings of a large conservation organization.

#### Working Conditions:

- Work requires only minor physical exertion and/or physical strain. Work is generally performed at a seated desk within a busy office environment.
- Some potential in-the-field work, if interested and able.

#### To Apply:

If you are interested in this volunteer position, please fill out the volunteer interest form below and specify that you are interested in the Operations Volunteer Position.

Volunteer Interest Form: <https://docs.google.com/forms/d/e/1FAIpQLSd6f-Jsyh0XOCEEu5smY12afJePTHW03UAjY1ZLAp7dfm5wMA/viewform>