

Solana Center for Environmental Innovation

Volunteer & Community Liaison Lead

Are you a community organizer who is driven to take climate action and rally others around you to do the same? Join our award-winning non-profit organization to help lead change in the San Diego region and beyond. Through education, consulting, outreach, and community resources focused on soil, water, and waste, our dedicated team helps homes, schools, businesses, and governments achieve their climate action goals. We are proud to serve the San Diego region with real, measurable impacts to mitigate climate change.

The Volunteer & Community Liaison role is a unique position that collaborates with all departments of the organization. There is room to grow in this position and design new programs. The core oversight of this role encompasses:

- Community engagement including the coordination and/or management of scheduled public volunteer events, corporate volunteer events, Green Living Tours, private site tours for community groups, and support of other on-site events including school field trips, volunteer appreciation party or marketing events
- Volunteer program coordination in support of on- and off-site outreach events across the San Diego County region
- Management of Eco Team Docents (specially trained volunteers who represent Solana Center at schools, community events, and businesses)
- Oversight of operations and presentation of Climate Solutions Resource Center
- Marketing & Development team support as needed

Duties and Responsibilities

Primary Volunteer Coordination Duties

- Manage the volunteer program – recruiting, motivating, tracking, and retaining active volunteers
- Manage the docent program – recruiting, training, scheduling of site tours and community booths, and leading bi-monthly meetings
- Use CRM database to track, maintain data, and report on volunteer participation
- Work with staff to determine needs for volunteer support and define activities at workshops, school presentations, community events on and off-site
- Promote and fill volunteer events through volunteer event listings on website, social media posts, monthly volunteer newsletters, and external volunteer site postings (Handson, JustServe, Golden, VolunteerMatch, Visit.org)
- Develop and grow volunteer program by fostering relationships in the community with residents, businesses, and partner organizations
- Plan and manage on-site volunteer events such as Build and Beautify, Worm Wranglin', Food Cycle Builds and Harvests, and private volunteer events
- Track and report volunteer hours

Primary Community Liaison Duties

- Manage successful functioning of Climate Solutions Resource Center (see image below) including operation of environmental supplies store, low waste recycling resources/services, eco-demonstrations, and educational garden.
 - Schedule store shifts with staff and volunteers monthly
 - Work a minimum of 3-4 store shifts monthly (Thursdays and/or Saturdays)
 - Maintain/restock store inventory, signage and literature prior to each store shift
 - Respond to inquiries regarding store hours, e-waste/u-waste drop-off, other basic recycling questions, and rain barrels.
 - Schedule and coordinate e/u-waste pick-up with partner organizations
 - Maintain presentation and organization of facilities including e/u-waste shed and storefront
 - Assist with online orders and pick-up issues
- Support with planning and production of on-site initiatives in order to foster community relationships to grow awareness of Solana Center's programming and impact
- Special projects as needed

Ongoing Support

- Monthly contract reporting
- Develop and maintain branded marketing materials and visual assets as needed
- Assist with fundraising initiatives including donor development, database maintenance, research, and outreach
- Grant writing as needed in support of program perpetuation and development
- Other duties as assigned

Required Qualifications

- Selfstarter and collaborative team player
- An eye for details, visual aesthetics, and presentation
- Passion for working in a fast paced and collaborative team environment. This is mostly a social role requiring you to be "on" and in person often!
- Ability to occasionally work weekends, evenings, and have flexible start and end times
- Excellent writing, communication, presentation, and interpersonal skills
- Strong project management skills with proven ability to meet deadlines while balancing a multi-faceted workload
- Technologically savvy and proficient with Google Apps, including Gmail, Google Calendar, and Google Drive; Microsoft programs, including Word, Powerpoint, and Excel; Program management tools such as Asana; Social media platforms including Instagram, Facebook, Twitter
- Excellent organization, time management and delegation skills
- Driver's license

Preferred Qualifications

- Multilingual skills appreciated, particularly Spanish
- Sustainability/environmental training with 2+ years relative experience



- Comfortable leading groups of adults and children
- Event planning and coordination
- Graphic design and/or marketing experience
- Social media proficiency

This position is flexible, full time (30-40 hours/week) with benefits. This is a non-exempt position and is paid hourly starting at \$21/hour, according to the laws of the State of California. This position includes health insurance, paid vacation, and sick time after a 90-day intro period. **Solana Center for Environmental Innovation is an Equal Opportunity employer.**

We have a hybrid work culture where remote work is possible with the expectation of this role being on site approximately 50% of the time to support store operations and events.

If you're excited about this position, but feel you don't meet 100% of the required or preferred qualifications, we encourage you to apply — we are looking for exceptional candidates who are passionate about our mission, dedicated to outstanding work and committed to furthering the impact of the organization.

Please send a cover letter/email and resume to hr@solanacenter.org

Rendering draft of Climate Solutions Resource Center coming soon:

