



Mangrove Action Project

Seattle: 606 Maynard Ave S Ste 102, Seattle WA 98104 phone: (206) 207-2022
Port Angeles: PO Box 1854, Port Angeles WA 98362 phone: (360) 452-5866
e-mail: info@mangroveactionproject.org website: www.mangroveactionproject.org

"Partnering with mangrove forest communities, grassroots NGOs, researchers and local governments to conserve and restore mangrove forests and related coastal ecosystems, while promoting community-based, sustainable management of coastal resources."

VOLUNTEER POSITION TITLE: Public Outreach Assistant

Time commitment: 4-6 hours per week for 2 months

Background: Mangrove Action Project is a non-profit environmental organization founded over 25 years ago working to halt further loss of mangrove forests around the globe and restore those areas of mangroves that have been degraded or lost to unsustainable development. MAP's five-pronged approach includes Public Outreach and networking, conservation and restoration, education, community-based development and advocacy.

Goals: MAP wants to raise more awareness concerning the importance of mangroves and the urgent need to conserve, restore and sustainably manage these unique and vital wetlands. We hope to expand our public outreach via a series of public presentations before a wider audience in the Seattle metropolitan region. We are seeking a volunteer help in setting up speaking engagements in schools, before church groups, clubs, other enviro organizations, business associations and the general public.

Reporting and Collaboration: The volunteer or intern will report directly to Alfredo Quarto who is coordinating the speaking program for MAP.

Responsibilities: The volunteer/intern will report to Alfredo Quarto, Program & Policy Director in Port Angeles.

Skills and Abilities:

Required:

- Communication – Possess excellent writing, editing, and speaking skills.
- Proficiency with the Microsoft Office Suite, especially Outlook, Word and Excel
- Organization – Able to track tasks and projects, organize and revise data, schedule appointments, and complete project tasks per predetermined deadlines.
- Collaboration – Able to work cooperatively with a variety of individuals of varying positions and ages.
- Motivation – Able to work both independently and with a team.

Desired:

- Familiarity with mangroves, international conservation and tropical ecosystems
- Experience working with nonprofits
- Experience with project management
- Bilingual or multilingual is an asset



Mangrove Action Project

Seattle: 606 Maynard Ave S Ste 102, Seattle WA 98104 phone: (206) 207-2022
Port Angeles: PO Box 1854, Port Angeles WA 98362 phone: (360) 452-5866
e-mail: info@mangroveactionproject.org website: www.mangroveactionproject.org

"Partnering with mangrove forest communities, grassroots NGOs, researchers and local governments to conserve and restore mangrove forests and related coastal ecosystems, while promoting community-based, sustainable management of coastal resources."

- Familiarity with Salesforce or similar CRM tools
- Familiarity with Wordpress
- Familiarity with Office 365
- Willingness to participate in and/or conduct public outreach events

Location: Portions of this position can be completed remotely; however, it is desired that the volunteer/intern will work at the MAP office in Seattle 1-2 days a week. Hours and schedule will be pre-determined by the volunteer/intern and program director at the start of the commitment.

MAP Office address: PO BOX 1854, Port Angeles, WA 98362

Contact: Alfredo Quarto, Program Director (Port Angeles) with CV/Resume and a cover letter.

Email address: alfredo@mangroveactionproject.org

Alfredo Quarto,
International Program & Policy Director
Mangrove Action Project
PO Box 1854
Port Angeles, WA 98362
alfredo@mangroveactionproject.org
360-452-5866

Note: MAP is a US registered 501(c)(3) tax-exempt public charity. MAP's WA Taxpayer Identification Number is 20-0833537