

SAFC Volunteer Positions

Philanthropy Research – Fundraising/Development

This position involves researching potential local, regional, and national-level corporate philanthropy opportunities. Work at home or in the SAFC office to develop a clear list of potential corporate funders and their contact information and program opportunities.

The ideal candidate will have good organizational skills and basic computer skills. Some fundraising experience or basic understanding of fund-seeking may be helpful.

Estimated project time is ongoing. Schedule is flexible.

Supervised by Kim Porter, SAFC Development Coordinator

Media Tracking – Communications/Outreach

This position will help SAFC collect, organize and log media hits. A backlog of articles featuring SAFC's work need to be recorded in a log file, organized and saved electronically.

The ideal candidate will have good organizational skills and basic computer skills.

Estimated project time is 4 hours or until all accumulated media copies are logged and filed, then on an as needed basis. Schedule is flexible.

Supervised by Nicole Martinez, SAFC Operations Coordinator

File Organization – Operations/Conservation Planning

This position involves organizing Forest Service project files.

The ideal candidate will be well organized and a logical thinker. A basic understanding of Forest Service language would be helpful, as might a good sense of humor!

Estimated project time is 8-10 hours. Schedule is flexible.

Supervised by Nicole Martinez, SAFC Operations Coordinator or Hugh Irwin, SAFC Conservation Planner

Database Entry – Forest Projects/Conservation Planning

This position entails entering all forest projects from current and past SOPA's (Schedule of Proposed Actions) into the Forest Projects Database.

The ideal candidate will have a basic knowledge of Forest Service language and project processes and a good understanding of Microsoft Access.

Estimated project time is 80 hours or until the database is current with the most recent SOPA. Schedule is flexible. Start date is February 2007.

Supervised by Nicole Martinez, SAFC Operations Coordinator

Special Events Assistants – Development/Outreach

Every year SAFC hosts a big fundraiser known as “Into the Woods” and we need lots of help putting it together and making it a success! The 2007 “Into the Woods” is scheduled for Friday, April 20th and we need volunteers to help with the following tasks:

Pre-event

- Calling area businesses for donated auction items
- Picking up auction items
- Posting flyers
- Selling tickets

Day/Night of

- Setting up the Crest Center for the event
- Welcoming guests and signing them in.
- Event photography
- Signing out auction winners
- Post event clean-up

Ideal candidates should be energetic with a sense of humor and their own transportation.

Supervised by Kim Porter, SAFC Development Coordinator

Landscape Photographer – Outreach/Development

This position entails taking digital landscape photos from around the Southern Appalachian Region. We are especially in need of winter shots. These photos are invaluable for newsletter and website production, as well as grant proposals. You must give SAFC permission to use your photos. Photo credit can be given if necessary.

The ideal candidate will have their own digital camera, computer and transportation, and some photographic ability.

Estimated project time is ongoing. Schedule is flexible.

Supervised by Nicole Martinez, SAFC Operations Coordinator

IT Support – Operations

This position involves being available to help solve occasional computer issues and answer technical questions. Since we all depend on technology so much, it really hampers our productivity when the computers or our server aren't running properly.

The ideal candidate will have extensive knowledge of computer hardware, Windows XP Operating System, servers and networks. A phone and/or email address is also required.

Project time is ongoing on an as needed basis. Schedule could often be short notice.

Supervised by Nicole Martinez, SAFC Operations Coordinator