



## Office Volunteer

**Why this role is necessary:** Office volunteers enhance the ability of the Pennsylvania Parks and Forests Foundation to focus on our mission to steward Pennsylvania's state parks and forests. Volunteers assist with managing data, organizing events, and communicating with supporters. Volunteer support also helps build stronger community connections and mobilizes additional resources for the Foundation's initiatives.

**When:** Anytime Mon-Fri between 9am-3pm

**Where:** 704 Lisburn Rd #102, Camp Hill, PA 17011. Some remote options may be available.

**Description:** An office volunteer supports the Pennsylvania Parks and Forests Foundation by assisting with a range of administrative tasks, preparing mailing, labeling office items, counting stock, folding inventory, copying, and filing. This role is vital for maintaining the smooth operation of the office and helps the Foundation focus on its mission of stewarding Pennsylvania's parks and forests.

### Responsibilities:

- Preparing mailings for outreach, donations, and correspondence
- Organizing and tagging supplies and documents for easy identification
- Organizing and filing documents to maintain an orderly and accessible filing system
- Monitoring and restocking office supplies as needed
- Assisting with research and photo tagging
- Assisting with various tasks as needed to support the efficient operation of the office

### Qualifications Needed:

- Ability to keep tasks and documents in order, ensuring efficient office operations
- Willingness to adapt to various tasks and changes in office needs

**Benefits to Volunteer:** Volunteering for the Pennsylvania Parks and Forests Foundation offers a range of benefits. You'll have the opportunity to develop valuable office and organizational skills while connecting with professionals and fellow volunteers who share your passion for conservation. By contributing to meaningful projects, you'll experience the personal fulfillment of making a positive impact on Pennsylvania's parks and forests. This role also enhances your resume with practical experience in a nonprofit setting and provides the chance to learn about nonprofit operations and environmental stewardship.