



Volunteer Position Description: NPP Opportunities Coordinator

Position Overview

Seek out and vet opportunities for Humane Action Pittsburgh's (HAP) No Plastic Please (NPP) campaign to participate in public and private events to promote NPP, while increasing awareness and garnering support for reducing single-use plastics.

Purpose of the Position

Increase visibility and impact of NPP by seeking out and cultivating opportunities for NPP team members to talk to the community at public and private events.

Duties and Responsibilities

- Research local public and private events, determine if NPP should have a presence at these events, then handle arrangements for NPP participation.
- Contact local organizations such as non-profits, schools, community meetings, etc. to arrange for NPP educational speakers.
- Coordinate with HAP's Humane Education Director and team of Humane Educators, along with NPP Campaign Director to vet the appropriateness of NPP participation and to ensure the proper person(s) are available for each event
- Respond to HAP leadership emails and calls within 48 hours
- Be prepared and on-time for meetings and events
- Share and support HAP's mission and core values; adhere to HAP's policies
- Other duties as needed

Training Requirements

Training on HAP's core values, mission, and policies, including orientation of the No Plastic Please mission and status and other HAP campaigns and policies, as needed.

Skills and Qualifications

- Excellent written and verbal communication skills
- Comfort performing outreach to new contacts
- Highly organized and detail oriented
- Passion and knowledge on the issues surrounding single-use plastics
- Self-motivated
- Ability to present yourself in a friendly, professional, and non-partisan manner
- Ability to work independently, follow instructions, and meet deadlines
- Working knowledge of Google Drive, Trello and Dropbox, or a willingness to learn

Time Commitment Required

As needed, approximately 2-4 hours a week.



Location

- Much work can be conducted remotely from home
- Meetings with HAP and NPP leadership will be in person at a mutually convenient location or via online conference call
- Attendance at HAP general meetings (Humane Animal Rescue at 6926 Hamilton Ave, Pittsburgh, Pennsylvania 15208) is highly encouraged
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Dress Code

Professional dress required for meetings. If attending an informal event, volunteer must purchase a HAP or NPP T-shirt at cost.

Benefits to the Volunteer

- Grow leadership skills
- Develop communication skills
- Build relationships in the community
- Cultivate your passion for animal and environmental protection and put it into action
- Create real impact on the issues regarding single-use plastics
- Be a valued HAP and NPP team member
- Build your volunteer resume

Supervisors

Sabrina Culyba, NPP Director

Brian Bonsteel, HAP President and Founder

Natalie Ahwesh, HAP Vice President

What Volunteers Can Expect From HAP

- Support of HAP leadership and members
- Respect and appreciation for your contribution and input