

Organizational Information:

The Galveston Bay Foundation (GBF) is a nonprofit organization that has worked for 35 years to preserve and enhance one of the world's most productive estuaries—Galveston Bay—as a healthy and productive place for generations to come. We have diverse programs in land preservation, habitat restoration, water quality and quantity, youth education, and advocacy. Our office is located in Kemah, Texas. To learn more about the Galveston Bay Foundation, please visit www.galvbay.org or find us on social media.

Position title:	Volunteer Events Assistant
Reports to:	Volunteer Engagement Manager
Classification:	Non-exempt; part-time (anticipated average of 20 hours per week)
Compensation:	\$15 per hour

Duties and Responsibilities:

GBF's Volunteer Events Assistant helps engage the public in GBF's mission through diverse community-based events and activities. GBF engages 3,000 volunteers each year. This position helps implement successful community events that provide our valued volunteers a safe, educational, and fun time participating in activities that help realize GBF's mission to preserve and protect Galveston Bay.

The Volunteer Events Assistant:

- Provides on-site assistance at GBF's signature community events (like Marsh Mania, Bay Day, and others) and helps lead other smaller volunteer group activities (marsh grass plantings, oyster reef restoration, trash clean-ups, etc.)
- Helps to coordinate all pre-event supply and staging logistics and post-event clean-up and storage needs
- Tracks and maintains event supply and equipment inventory
- Assists with boothing or expo activities at various festivals, conferences, and other outreach events, as needed

Key Qualifications:

- Personal traits and skills including reliability, punctuality, leadership skills, organizational skills, attention to detail, safety consciousness, clear communication skills, and the ability to adapt to changing situations
- Availability and willingness to work on weekends
- Ability to meet the physical and environmental requirements of the role, including lifting 50 pounds and working outdoors in all seasons and weather situations; comfort in/around water a must
- Valid driver's license, clean driving record, and ability to drive to sites within the Houston-Galveston region; experience driving trucks and towing flatbed trailers a plus
- Familiarity with Microsoft applications such as Outlook, Word, and Excel
- Previous experience volunteering with a nonprofit organization a plus

The position will remain open until filled. Only qualified applicants will be considered. To apply, email [cover letter and resume to jobs@galvbay.org](mailto:coverletterandresume@galvbay.org). Please reference position title in subject line of email.

Galveston Bay Foundation is committed to celebrating diversity and promoting an inclusive workplace environment. We respect and value the differences of people and actively work to ensure fair and equal treatment of our employees and constituents regardless of differences in race, ethnicity, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic. It is key that our staff, board, volunteers, supporters, and programs are inclusive and reflective of the people of Texas and our Galveston Bay region. These efforts make Galveston Bay Foundation stronger and more resilient and truly able to serve Galveston Bay for generations to come.