

Volunteer Position Description (Updated Sep 2016)
Associate Board Member -- Advisory, Liaison, Non-Voting

Eligible for Linfield Student Internship Credit

Hours: Variable, depending on program needs and your schedule. If done for Linfield Internship, hours based on # of credits. (i.e. 4 credit internship = minimum 10 hours per week, for a 15 week semester)

Start Date: Ongoing

Student Stipend: Contingent upon grant funding, this position may be eligible for a student stipend

Position Description: The Associate Board Member works closely with the GYWC's Board of Directors, staff, volunteers, and Partners to provide leadership, guidance, and support in the effective and sustainable management of the GYWC's non-profit operations, fundraising/grant writing, and watershed programming.

Responsibilities Include:

- Attend and actively participate in monthly business meetings of the GYWC Board of Directors, held the 1st Tuesday of the month, 6:00pm-8:30pm at the McMinnville Public Library's Carnegie Room
- Serve on a Committee and attend meetings regularly (Committees include Restoration & Work Parties, Outreach & Education, Monitoring & Assessments, and Executive (Board Officers))
- Serve as an active liaison and ambassador between your community and the GYWC
- Develop and maintain relationships with diverse landowners, community members, and partners
- Attend GYWC community events and host public outreach booths
- Attend nonprofit training events (as funding allows), including workshops, conferences, and webinars
- Research and report on fundraising and grant opportunities applicable to GYWC programs and needs
- Complete other tasks as assigned by the Board of Directors and/or Committees.

Qualifications:

- Background knowledge of natural sciences, non-profit business management, and/or education are beneficial but not required
- Willingness to learn and interact with Board of Directors, staff, and volunteers and partners of all ages
- Ability to effectively manage time and follow written and oral instructions
- Ability to meet at GYWC McMinnville office and travel for events (carpooling can be arranged)
- Work independently as well as collaboratively with GYWC Board, staff, volunteers and partners
- Passion for community engagement, a great attitude, and good sense of humor
- Background check is required

Learning objectives:

- Experience in non-profit management & operations; Grant research, writing, and
- Improved communication and public relations skills
- Increased knowledge of the natural world
- Knowledge of the role of nonprofit organizations in watershed education and stewardship

(Optional) Linfield College Internship Credit: ENVS 487 (2-5 credits)

Linfield students of any major, and degree level are welcome to apply and internship credit may be arranged through your major department or advisor. This position will be most beneficial to students working on degrees in government or nonprofit administration, communication, and environmental studies.

(Optional) This position may be combined with other GYWC Volunteer positions, as appropriate

Contact Information:

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