

Bay Area Green Tours Volunteer Positions Available!

Summary

Bay Area Green Tours, 501(c)3 invites passionate and dedicated individuals to help us further our goal to inspire and educate people on sustainability by showcasing local change makers focused on creating a positive and sustainable future.

Hone your skills in research and tour development, fundraising, graphic and web design. Learn about local social enterprises, non-profits and solutionaries -- while building up your resume, collaborating with a fabulous team, making valuable contacts, and getting hands on experience at a cutting edge environmental organization!

Our mission is to: "provide educational tours and events that demonstrate the sustainable economy in action, inspire support of local green organizations, and empower people to incorporate environmental responsibility and social justice into their personal and professional lives."

Organizational Information

BAGT is committed to focusing on positive, innovative solutions and models as a way to enable people to see new possibilities that support a more sustainable future. In particular we find it especially rewarding to connect young people to role models that might inspire them towards environmental activism and career paths. Tour participants experience real life panoramas of innovative green-certified businesses, people and organizations in the nation's environmental epicenter, with the goal of inspiring them to find resources or take action to help mitigate climate change.

Our tours are a combination educational seminar/engaging field trip for students of all ages. Interns and volunteers meet real world solutionaries, where right livelihood and triple bottom line practices (people, planet, profits) intersect with sustainable innovation and successful business. Candidates should be passionate about localism and sustainability, and dedicated to learning skills and assisting us in furthering our mission.

Bay Area Green Tours (BAGT) works out of a roomy, sun filled office in a collaborative work space in downtown Oakland. EcoCity Colab is comprised of mission driven people and organizations focused on sustainability. Bike parking is available, and the office is close to the 12th & 19th Streets BART stations, bus lines and paid parking.

Current Opportunities Available with Bay Area Green Tours

1. Sales Strategist & Finance Assistant
2. Graphic Design
3. Tour Development & Research Associate
4. Fundraising Associate

5. Human Resource and Volunteer Coordinator
6. Data Entry Assistant

Benefits of Internships with Bay Area Green Tours

- Training and on-the-job experience working with a unique and cutting edge non-profit organization and with a strong spirited, fun and dedicated team
- Experience researching and connecting with innovative and pioneering leaders in the expanding field of sustainability, including valuable job networking opportunities
- Improved research and communication skills
- Letter of recommendation/professional reference based on performance
- Possible academic or community service credit for school, if desired

Required Hours

- 5 to 40 hours per week, a minimum of 20 hours is required to be recognized as an intern
- Possible working in office and remotely

To Apply: go on our [website](#) to apply directly online. You will first need to fill out our Questionnaire and submit it with your resume.

Details on positions currently available:

Sales Strategist and/or Finance Associate

We are looking for an enthusiastic volunteer/intern who will moonlight as a Sales strategist and as a Finance associate. We need help to connect public, private and educational groups with our tour services and events, as well as to bring expertise in accounting and bookkeeping to help improve and maintain our operations. This volunteer/intern will work directly with the Executive Director to accomplish the following responsibilities:

Sales:

- Developing strategic sales proposals and creative solutions to meet a variety of client needs
- Collaborating with our team to develop products and effective sales strategies
- Tracking and report sales goals and milestones using Salesforce (CRM)

Finance:

- Updating relevant documents and records into Quickbooks
- Helping prepare the organization's budget and projections for 2019, including additional overview of revenue, expenses, cash flow, etc.
- Assisting in executing certain fundraising goals
- Implementing strategies to streamline and improve financial systems

Desired skills:

- Creative and resourceful;
- Strategic thinker and planner;
- Strong writer, communicator and organizer;
- Research & Development experience;
- Comfortable interacting with clients and soliciting business

Graphic Design

The Graphic Design Intern will provide support for marketing and PR activities for Bay Area Green Tours, working sometimes with another graphic artist who volunteers for our organization. This position requires a self-motivated individual who has a passion for sustainability and a talent with technology. The volunteer/intern must have the Adobe Suite on his/her computer.

Role:

- Creating new promotional flyers, brochures, ads, etc.
- Updating existing materials
- Collaborating on online newsletter creation, which might involve photo placement
- Helping improve our general web presence

Desired Skills:

- Outgoing, adaptive and reliable
- A self-starter and team player
- Passionate about environmental issues and solutions for the future
- Fluent in English
- Experience in graphic design
- A keen eye for design
- Experience crafting an online newsletter
- Experience in Adobe Photoshop
- Understanding of Adobe Illustrator and InDesign a plus
- Experience in WordPress (no coding) a plus

We are open to receiving input regarding our developing:

- Graphic design goals, which are in line with our organization's overall goals
- Strategies and tactics which respect our budgetary limitations and maximize marketing and design resources
- Identification of the most effective ways to reach our key audiences

Tour Development & Research Associate

We are looking for a passionate volunteer/intern who will provide support for tour crafting and booking activities, and assist in growing the database of tour stops for Bay Area Green Tours including pioneering businesses, organizations, and individuals. This position requires a self-motivated individual who has a passion for sustainability, event organizing and talent with technology.

Tour Development:

- Assisting with tour crafting process, organization and production
- Maintaining detailed and organized record of communications
- Providing professional communications with tours stops, gathering information about their preferences and tour logistics

Research Associate:

- Researching and networking with new businesses, organizations, and individuals who are frontrunners in sustainability
- Promoting and sharing to the community the culture of sustainability and environmental conservation through the work of new businesses, organizations and individuals
- Discovering production processes that stand out for their sustainability and environmental conservation
- Compiling and organizing data on our potential clients

Desired Skills:

- Fluent in English (other languages are an added benefit but not necessary)
- Outgoing, ambitious, adaptive and reliable
- Experience in project management/ event planning a plus!
- Passionate about environmental issues and solutions for the future
- Database Creation & Upkeep
- Excellent verbal and written communication skills, customer service experience a plus
- Possibly represent us at events or speak and present to large groups of people

Fundraising Associate

We are currently implementing our 2019 Fundraising Plan and will rely on a dedicated volunteer/intern to contribute towards meeting these important goals.

Role:

- Developing and executing annual and multi-year development strategies for BAGT fundraising, including short- and long-term measurable goals
- Participating in strategic partnership outreach
- Overseeing the development, testing and implementation of new fundraising programs such as corporate sponsorship and matching funds to attract new donors and upgrade current donors
- Managing program evaluations of all development operations toward program goals
- Granting writing / Research
- Donor Management involving personal outreach and administration on our CRM

Desired Skills:

- Experience in fundraising preferred
- Excellent verbal & written communication skills
- Interest in learning about non-profit management
- Responsible, self-starter with an outstanding attention to detail
- Strong computer skills (Microsoft Suite)
- Passionate about environmental issues and solutions for the future
- Interact in a professional manner with a wide variety of people
- Social networking and non-profit knowledge is a plus

Human Resource and Volunteer Coordinator

We are looking for an organized person to help coordinating our volunteers, from recruiting to onboarding them and assist the Executive Director with human resource duties.

Role:

- Onboarding new volunteers
- Managing and keeping on record volunteers' tasks and attendance
- Interviewing new volunteers and update the volunteer page on the website
- Interviewing and recruiting volunteers
- Providing general human resource administrative
- Communicating regularly with volunteers with updates and news

Desired Skills:

- Self-starter with an outstanding attention to detail and well-organized
- Excellent verbal and written communication skills
- Proficiency with Microsoft Office Suites
- Ability to prioritize and multitask with an exceptional amount of flexibility
- Ability to keep and maintain confidentiality

Data Entry & Administrative Assistant

We are looking for a dynamic and reliable Data Entry and Administrative Assistant intern who will help the Executive Director.

Data Entry

- Inputting accurate and updated data into our digital database
- Transferring data from paper to database systems
- Creating spreadsheet accurately
- Sorting and organizing paperwork after entering data

Administrative Assistant

- Fielding telephone calls and emails
- Helping with meeting and event arrangements
- Coordinating day-to-day functions for the office
- Managing calendars

Desired Skills

- Knowledge of Salesforce a plus
- Self-starter with an outstanding attention to detail and well-organized
- Computer savvy and fast typing
- Strong communication skills
- Very good knowledge of Microsoft Word and Excel