BEAVER WATERSHED ALLIANCE

POSITION DESCRIPTION

Title: Volunteer Engagement Coordinator
Employment: Part-time, hourly, non-exempt position (up to 25 hours per week)
Location: Northwest Arkansas (BWA office: 162 Doolin Dr., Elkins, AR; regional travel required)
Posting Date: 11/24/26
Close Date: 12/31/26
Project Period: 18-month, grant-funded position
Compensation: $20 per hour; mileage and monthly phone reimbursement provided

About the Beaver Watershed Alliance

The mission of Beaver Watershed Alliance (Alliance) is to proactively protect, enhance and sustain water quality in Beaver Lake and the integrity of its watershed. The Alliance is a 501(c)(3) nonprofit organized to advance voluntary and educational programs and projects, foster communication among diverse stakeholders, and restore and protect water quality in impaired stream and lake areas. Its objective is to help maintain a long-term, high-quality drinking water supply for the Northwest Arkansas region.

As a science-based organization, BWA develops practical, on-the-ground solutions and engages communities and partners to address watershed management challenges. The Alliance's work is guided by the Beaver Lake Watershed Protection Strategy and a commitment to sustainable water supplies, respectful collaboration, and service to the Northwest Arkansas region.

Position Overview

The Volunteer Engagement Coordinator will help build and manage a coordinated, sustainable volunteer engagement program that expands BWA's capacity to protect Beaver Lake and its watershed. This position will develop the systems, relationships, and volunteer leadership pathways needed to recruit, welcome, train, engage, and retain volunteers in meaningful conservation and community stewardship activities.

Working closely with the Executive Director, Outreach Coordinator, GoodWorks NWA, and regional conservation and community partners, the Coordinator will help turn volunteer interest into organized participation and lasting impact. The role combines hands-on program coordination with strategic collaboration and organizational capacity building. The successful candidate will be comfortable facilitating conversations, contributing ideas, identifying ways to improve how BWA works, and helping partners move shared ideas into action.

Primary Responsibilities

Volunteer program development and management

- Develop and manage BWA's volunteer engagement program, including recruitment, onboarding, training, placement, retention, and recognition.
- Establish volunteer roles, participation pathways, and processes that create meaningful and accessible opportunities across the watershed.

- Coordinate volunteer opportunities with BWA staff and community partners, using feedback to continually improve the program.

Volunteer CRM, data, and organizational systems

- Manage BWA's volunteer CRM/database, maintaining records of volunteer interests, skills, participation, hours, and engagement.
- Develop and improve systems, workflows, communication tools, and tracking processes to strengthen volunteer management and overall organizational efficiency.
- Track program outcomes and participation metrics to support evaluation and grant reporting.

Partnership development and regional collaboration

- Represent BWA in meetings and collaborative planning with GoodWorks NWA, cohort organizations, municipalities, conservation partners, businesses, schools, community groups, and other stakeholders.
- Contribute ideas and help partners think strategically about regional volunteerism, shared opportunities, volunteer pathways, community needs, and ways to increase collective capacity.
- Build and maintain relationships with partner organizations and community groups to identify projects, recruit volunteers, coordinate resources, and share effective practices.

Volunteer leadership and stewardship activities

- Identify, develop, and support volunteer leaders and crew leaders who can help organize small groups and mobilize volunteers around defined projects.
- Coordinate and support volunteer recruitment activities, orientations, training events, appreciation activities, and conservation stewardship projects.
- Assist with event planning and logistics, volunteer communications, registration, supplies, partner coordination, on-site support, and follow-up. Some activities will occur during evenings or weekends.
- Support volunteer activities such as tree planting, invasive species removal, community cleanups, restoration maintenance, low-impact development stewardship, photography, storytelling, and conservation outreach. Technical project design and specialized field instruction will be provided by appropriate BWA staff or partners.

Evaluation, communications, and grant reporting

- Gather volunteer and partner feedback to evaluate program effectiveness and identify opportunities for improvement.
- Document volunteer stories, accomplishments, participation, and conservation outcomes.
- Maintain records and provide information for grant updates, quarterly milestones, and final reporting.

Program Priorities and Measures of Progress

In coordination with BWA leadership and project partners, the Coordinator will help advance the grant-funded program's intended results. Priorities include:

- Establishing a repeatable volunteer pathway and core volunteer management systems that BWA can continue using after the grant period.
- Developing and supporting a network of volunteer leaders, with opportunities to grow that network.
- Helping create capacity for additional volunteer programs that BWA otherwise would not have had the staff capacity to implement.
- Supporting quarterly volunteer programming, including recruitment, training, stewardship, and appreciation activities, consistent with the grant work plan.

- Tracking participation, volunteer hours, retention, training, leadership, feedback, and stewardship accomplishments to demonstrate program reach and effectiveness.

Basic Education and Skills Requirements

- Experience coordinating volunteers, community programs, events, partnerships, or similar initiatives; nonprofit or community-based experience is preferred.
- Strong organizational skills and the ability to develop practical systems, manage multiple priorities, follow through, and meet deadlines.
- Comfort using databases, CRM platforms, spreadsheets, online forms, and common office software; experience implementing or managing a CRM is preferred.
- Strong interpersonal and relationship-building skills, with the ability to work effectively with people from diverse backgrounds and across nonprofit, business, government, education, and conservation communities.
- Ability to participate constructively in partner meetings, facilitate conversations, contribute ideas, identify opportunities, and help move projects forward.
- Strong written and verbal communication skills, including professional email, volunteer instructions, meeting notes, and basic program reporting.
- Self-motivated, resourceful, adaptable, and able to work independently while maintaining close communication with a small team.
- Interest in community engagement, volunteerism, conservation, and the protection of water quality in Northwest Arkansas.
- Valid driver's license, reliable transportation, and ability to travel to partner meetings and volunteer activities throughout the region.
- Ability to work occasional evenings and weekends to support volunteer activities and events.

Benefits and Professional Development

- Opportunity to help build a lasting volunteer program and strengthen community conservation across Northwest Arkansas.
- Work closely with conservation professionals, nonprofit leaders, municipalities, and community partners.
- Opportunities to develop skills in volunteer management, nonprofit systems, partnership development, and conservation engagement.
- Monthly phone reimbursement and mileage reimbursement for approved work-related travel at the applicable federal mileage rate.
- BWA will provide the equipment and materials necessary to perform the position's duties.

Schedule

- Part-time hourly position, up to 25 hours per week.
- Remote work, with some in-office work on Tuesdays.
- Flexible scheduling, with hours coordinated in advance with the Executive Director and based on program needs and available project budget.
- Some evening and weekend availability is required for volunteer events, trainings, and partner activities.
- Regional travel throughout the Beaver Lake watershed and Northwest Arkansas is required.

Application Details

This is an 18-month, grant-funded position, with the opportunity to extend to full-time or beyond grant period, based on funding. The position is hourly and pays $20 per hour, for up to 25 hours per week, based

on program needs and available project funding. Mileage and monthly phone reimbursement will be provided. This position is not represented as including health care or retirement benefits.

To apply, please submit a resume and a brief cover letter in a PDF format (all files combined) describing relevant experience to info@beaverwatershedalliance.org. Please title your PDF with your name. Please use the subject line "Volunteer Engagement Coordinator – [Applicant Name]."

Thank you for your interest to work with the Beaver Watershed Alliance. We are proud to serve the Northwest Arkansas community!