



Hilton Head Audubon

Field Trip Coordinator

If you are interested, or have a question, please email us at

HHIAudubon@hiltonheadaudubon.org

<p style="text-align: center;">Mission Statement</p> <p style="text-align: center;"><i>To be a leading voice for birds and conservation in the LowCountry, where people and nature thrive together.</i></p>
<p>Project or position</p> <p style="text-align: center;">Be a field trip coordinator for Hilton Head Audubon!</p> <p>Volunteer field trip coordinator needed to assist with the field trip planning and registration process.</p>
<p>Tasks</p> <ul style="list-style-type: none">● Input field trip information and set up registration forms using EveryAction, our membership software (training provided)● Download field trip participant lists from EveryAction and share with field trip leaders● Share field trip information and registration information in monthly newsletter, Ecobon
<p>Skills</p> <ul style="list-style-type: none">● Training in EveryAction, our membership software, is required to set up field trips, registrations and download participants lists● Basic computer skills, including use of search engines, browser, email● Good organization and communication skills
<p>Setting</p> <p>All tasks are completed online using a PC, tablet or smartphone.</p>
<p>Time Commitment</p> <p>Inputting field trip information into EveryAction is generally 2 hours per month</p> <p>Sharing participant lists with field trip leaders is about 1 hour per month</p>