



Outreach Coordinator

The Marine Mammal Care Center Los Angeles (MMCC) is a hospital for seals and sea lions located in San Pedro. Our mission is to rehabilitate marine mammals with the goal of releasing them back to their natural environment, and to educate the public about our patients and ocean conservation. The National Marine Fisheries Service depends on MMCC to carry out the important goals of the Marine Mammal Protection Act. As a non-profit organization, MMCC's primary funding is provided by individuals, charitable foundations, private businesses and corporations. MMCC operates with dedicated volunteers and staff working diligently to rehabilitate sick, injured, or malnourished seals and sea lions who are rescued on beaches from north of Zuma all the way to Seal Beach.

Role Description:

The Outreach Coordinator will assist the Education Team with the planning and coordination of outreach visits, including the use of the MMCC Mobile Visitors Center. This volunteer reports to the Volunteer Services Manager. This role is a combination of remote and off-site work during planned events. Duties may include:

- Responding to requests for outreach opportunities
- Managing a calendar for Mobile Visitors Center (MVC) events
- Act as main point of contact for scheduled outreach volunteers
- Driving the MVC to and from scheduled events
- With support of outreach volunteers, set up and break down MVC or tabling tools

Commitment:

The Outreach Coordinator will have a varied commitment level depending on how many outreach events MMCC is requested to participate in. Roughly 3-5 hours per week will be spent responding to inquiries and communicating with volunteers confirmed for outreach events. This can be done remotely at the volunteer's convenience. During scheduled outreach events, the Outreach Coordinator may be on-site at the event for 4 to 8 hours.



Requirements:

The Outreach Coordinator must be 18 years or older. They must have reliable transportation. No previous experience is required but public speaking experience is preferred. The volunteer should be competent in all the following areas:

- Clear a Motor Vehicle Check
- Ability to drive the MVC – no special licensing required
- Public Speaking
- Able to lift up to 50 lbs.
- Computer literate (Outlook and Microsoft Office)
- Time Management

The selected candidate will participate in a full volunteer on-boarding process including an interview, orientation, background check and training.

Position Impact:

By organizing outreach events, the Outreach Coordinator helps MMCC reach more individuals, allowing for increased public knowledge about MMCC's mission, its patients, and ocean conservation. Continued outreach also allows for the cultivation of new supporters, allowing MMCC to continue its important work.

This position offers a unique opportunity to the volunteer to step into a role of leadership. The Outreach Coordinator will be able to develop new skills in project management and public outreach, as well as being able to work alongside a team of enthusiastic Volunteer Educators. This role is perfect for someone with a flexible schedule and interest in public outreach.

Contact:

To apply for this important volunteer role, complete an application online at <http://www.marinemammalcare.org/volunteer>. For questions, contact the Volunteer Services Manager at hturkes@marinemammalcare.org.