



The Marine
Mammal Center

The Marine Mammal Center is a nonprofit veterinary research hospital and educational center with a mission to expand knowledge about marine mammals – their health and that of their ocean environment – and inspire their global conservation. The Marine Mammal Center is dedicated to the rescue and rehabilitation of ill and injured marine mammals – primarily elephant seals, harbor seals, and California sea lions. Since 1975, we've been headquartered in Sausalito, CA in the Marin Headlands within the Golden Gate National Parks, and have rescued and treated more than 15,000 marine mammals.

We are currently recruiting for an important volunteer role in our Development and Administrative Departments. This is a great opportunity for the right person to contribute to overall operations of The Marine Mammal Center. Volunteer in a comfortable, friendly environment; enhance your office skills; boost your resume; and feel good knowing that you're supporting a good cause.

Development and Administrative Volunteer

Duties: You will assist the Administrative offices with a variety of administrative and communication tasks. These include:

- Collating and mailing acknowledgement letters
- Photocopying documents and filing of paperwork
- Data entry and data clean-up
- Entering waivers and event guest lists into the Raiser's Edge database
- RSVP reconciliation and follow-up
- Collecting and mailing brochure requests
- Making follow-up and thank you calls to donors

Requirements:

Previous database experience strongly recommended.

Basic skills with Microsoft office package (experience using spreadsheets and conducting mail merges). Strong interpersonal skills, particularly via phone and e-mail. Working in a collaborative team environment also very helpful.

Ideal candidate can offer at least 1 day per week for 6-8 hours per day. This is an onsite position at our Sausalito headquarters reporting to the Volunteer Coordinator.

If interested, please contact the Volunteer Coordinator at 415-289-7374 or buhls@tmmc.org to express interest or learn more about this opportunity.