



Volunteer opportunity

Position Title:

Native Plant Center Office Assistant

Department/ Program/Team:

Parks and Nature/Conservation Program/Science

Purpose:

To help organize and update, maintain plant material records and spreadsheet and assist native plant center coordinators with other office tasks as appropriate.

Essential position responsibilities:

- Enter ongoing activity log information, seed collection and seed cleaning into native plant center records
- Upkeep of bed labeling system and maps
- Other office processes as needed

Qualifications, skills and abilities:

- A high level of accuracy and attention to detail
- General office skills (filing, using a computer)
- Adherence to the Metro Code of Ethics

Background Check:

This position is a Tier 2 volunteer opportunity. Applicants will complete a standard background check through OpenOnline.

Time commitment:

Time commitment is a minimum of once a month for 2-4 hours, although many volunteers do more. Shifts are currently available on Tuesdays from 9am -1 pm at the Native Plant Center in Tualatin.

Receives guidance from / reports to:

Jennifer Wilson, Native Plant Center Assistant
jennifer.wilson@oregonmetro.gov