

Project Title: Pesticide Action Network North America (PANNA) #1807
Job Title: Volunteer Program Assistant

Job Description:

As “Volunteer Program Assistants” volunteers will work approximately 75-80% of the time with at least two PANNA program areas or campaigns, and 20-25% of the time in general administrative and development support. PAN has a full-time staff of 23 (20 salaried and 3 full-time BVS & MVS), plus several part-time volunteers and intern staff. The office is located in downtown San Francisco. Work environment is friendly and intense, and focused on networking, campaigning, linking activists, running projects far afield, providing information to activists, organizations and the general public in the US and many foreign countries, hosting visitors, and producing publications and reports (many of which are distributed online via the internet). BVS volunteers are treated like salaried staff, with similar responsibilities and freedoms.

Specific Duties: Work assignments are flexible and likely to change during the year, depending on the volunteer’s skills and interests, and unfolding events affecting the work priorities of PANNA. Program-related work typically involves research, writing and organizing (meeting arrangements, communications, etc.) for one or more of our direct action campaigns; assisting with the Research and Communications program; research, writing and editing copy for our newsletter, online news service, website and reports; cataloging material for PANNA’s library and responding to information requests. At least one day per week would be spent in general library and responding to information requests. At least one day per week would be spent in general administrative and development services, reception, copying, mailing, database work, etc., in support of all program areas and fund-raising. BVS volunteers at PANNA (we typically have one to two volunteers on staff at any given time) work with at least two program staff and the office manager, so the ability to juggle priorities is critical.

Specific responsibilities include:

1. Program Support: Assist various programs, projects and campaigns with research and communications, database and web work, copying and mailings and additional projects and event coordination as needed. Approximately 75-80% of the Assistants’ time will be divided among support of two or three campaigns or programs. Current programs include World Bank Accountability, Genetically Engineered Crops and Corporate Responsibility among others.
2. Administrative support: Remaining time will be assigned to work with administrative and development staff to create and maintain relational databases; assist with mailings and event planning and supports; assist with maintaining equipment and office systems; and cover reception at least half a day per week and on a spot basis, routing communications as necessary and greeting visitors.
3. Translating: When appropriate, assist with translating materials and in conversations.

Minimum requirements:

Program Assistants need to be well-organized people who excel at maintaining systems, databases and records; enjoy meeting and interacting with people; can manage multiple tasks, deadlines and events with good nature and skill; and are supportive of PANNA’s mission to replace pesticides with ecologically sound, socially just alternatives. Superior skills on Macintosh computers, accurate typing, Web-based research and experience and

confidence with office machinery (copiers, postage meters, phone systems, etc.) are required. Additional languages, especially Spanish are desirable.

Description of Project:

The Pesticide Action Network (PAN) is a worldwide coalition of over 1000 non-governmental organizations in more than 60 countries working to end reliance on pesticides and global pesticide proliferation (the "Circle of Poison"). PAN North America (PANNA) Regional Center, one of five PAN regional centers, coordinates this work in Canada, Mexico and the United States, and provides support to other PAN groups, particularly in Africa, Asia/Pacific and Latin America. In the San Francisco Bay area it draws on a deep and wide range of environmental, consumer agriculture, human rights and social justice activists and groups to serve as resources. The Center was founded in 1984, and has an active Board of Directors and a regional Networking Council representing over a dozen affiliated groups such as Friends of the Earth, World Wildlife Fund, Canadian Association of Physicians for the Environment, Red de Permacultua Mexico and Consumers Union.

Housing for Volunteers:

Volunteers are provided with accommodations until they are able to secure independent living arrangements in the community. Occasionally volunteers are able to make arrangements for living with a family, after his or her arrival. PANNA will provide as much support as possible during the search for affordable housing.

Additional Factors:

We are willing to consider couples and handicapped (blind, hearing impaired, physically challenged) individuals (with the caveat that we have good office access but no special housing pre-arranged).