



Florida Wildlife Federation's mission is to conserve wildlife, habitats, and natural resources through education, advocacy, and science-based stewardship.

Volunteer Role Description: Event Tabling Assistant

Position Overview: We are seeking enthusiastic individuals to volunteer as Event Tabling Assistants to support the Florida Wildlife Federation at in-person events throughout Florida. As an Events Tabling Assistant, you will play a vital role in helping to set up promotional materials, engaging with the public, and promoting awareness of our organization's mission and conservation efforts.

Duties:

- Assist Florida Wildlife Federation staff in setting up and dismantling event booths and tables with promotional materials, banners, and informational resources.
- Engage with event attendees in a friendly and informative manner to educate them about our organization's initiatives, projects, and advocacy efforts.
- Distribute informational brochures, newsletters, and promotional items to interested individuals and answer questions about our programs and campaigns.
- Encourage event participants to sign up for memberships, newsletters, and volunteer opportunities to support our conservation efforts.

Qualifications:

- Passion for environmental conservation and a desire to promote awareness and advocacy for wildlife and natural habitats.

- Excellent interpersonal and communication skills with the ability to engage diverse audiences positively and informatively.
- Reliable and punctual with a willingness to help set up and attend events throughout Florida (travel distance is voluntary).
- Ability to work effectively both independently and as part of a team in a dynamic and sometimes fast-paced environment.
- Previous experience in event support or customer service is beneficial but not required.

Impact of the role:

- Gain valuable experience in public outreach, communication, and community engagement
- Help raise awareness and promote action on important environmental issues impacting Florida's ecosystems.
- Make a tangible impact by inspiring individuals to become advocates for wildlife and habitat protection.

Supervision: You will report to the Education and Outreach Coordinator, who will be responsible for your training and scheduling.

Training opportunities: An online training will provide information on the work of our organization, how to respond to FAQ's and refer questions to staff. Meetings with Education and Outreach Coordinator, will provide additional training

Time Commitment: At least 1 event a year is recommended.

Join us and help us keep Florida wild!

Note: This is a volunteer position. Travel expenses related to volunteer activities may not be eligible for reimbursement, subject to organization policies.