



Event Volunteer – Marine Mammal Care Center

Location: San Pedro, CA

Time Commitment: 4 hours/week

Reports To: Development Manager

Position Type: Volunteer (unpaid)

About Us:

The Marine Mammal Care Center Los Angeles (MMCC) is a 501(c)(3) non-profit organization and a leader in the field of marine mammal health and conservation. MMCC is the only organization authorized by the National Oceanic and Atmospheric Administration (NOAA) to respond to marine mammals in distress year-round along the entire Los Angeles County coastline from Malibu to Long Beach, Catalina Island, and at sea.

Mission and Vision:

The mission of the Marine Mammal Care Center Los Angeles is to inspire ocean conservation through marine mammal rescue and rehabilitation, education, and research. Our vision is of a healthy ocean ecosystem where people and marine life thrive together.

Position Summary:

We are looking for a creative and detail-oriented **Event Volunteer** to assist in the planning, organization, and execution of donor engagement and community events. This volunteer reports to the Development Manager and will need to be on-site at our Center in San Pedro, CA. This role is perfect for someone passionate about ocean conservation and community engagement who seeks to bring their expertise to the position or gain valuable experience in nonprofit event coordination.

Tasks will include:

- Assisting with donor engagement, public outreach and fundraising events
- Helping with event logistics, including vendor coordination, securing supplies, and drafting timelines
- Supporting events through day-of management, setup and breakdown
- Tracking RSVPs, guest lists, and post-event feedback
- Preparing materials such as signage, presentations, or event collateral

Time Commitment:

Due to the variety and frequency of engagement events, the Event Volunteer is needed weekly, with a commitment of one year to the position for training and efficiency purposes. The specific schedule and event calendar will be reviewed during the interview process.

Requirements:



The Event Volunteer must be 18 years or older. Each volunteer must have reliable transportation to the hospital. Each selected candidate will participate in an onboarding process, including an interview, orientation, background check, and training.

The Event Volunteer should feel comfortable in all of the following areas:

- Lifting 25 pounds and walking extended distances on uneven, sandy terrain
- Enthusiasm for marine wildlife, ocean conservation, and community engagement
- Confidence to take initiative, give clear direction, and command attention in group settings
- Strong organizational skills and attention to detail
- Excellent verbal communication skills
- Experience or interest in event planning and/or public relations
- Ability to meet deadlines and manage time effectively, including coming to shifts on time and completing the full shift
- Using tools like Excel, Google Docs, and email platforms
- Experience with donor databases (e.g., Raiser's Edge) is a plus, but not required

Benefits:

- Join a passionate group of people making a difference
- Gain hands-on experience planning and executing nonprofit events
- Contribute to a meaningful mission of rescuing and rehabilitating marine mammals and inspiring ocean conservation
- Build professional skills in event coordination and community engagement or exercise expertise to help improve these efforts
- Volunteer recognition and recommendation letter available upon request

Contact:

For questions or to apply for this important volunteer role, contact the Volunteer Services Manager, Kelsey Wong (she/her), at kwong@marinemammalcare.org.