

Conservation Montgomery Event Scheduler

Position Description

Work with the Conservation Montgomery Board of Directors to set up activities and projects on the CM calendar. An example is the upcoming series of “Home Tree Care 101” classes being organized by CM and with grant funding from the Montgomery County Executive’s Office.

Send dates and times for events and projects to the CM Board of Directors. We will set up an online calendar that will show openings for activities so that a scheduler can set dates as appropriate.

Estimated number of hours each month: 2 to 4 hours a month or more as desired

Setting for work: At home on the computer and by telephone

Contact with the CM board: By e-mail and by attending a monthly Board of Directors meeting as needed.

To volunteer, send an e-mail to ConservationMontgomery@live.com