



Conservation  
Opportunity

Conservation Opportunity, Inc.  
Dirección Postal: PO Box 1127, Hatillo, PR, 00659

## VOLUNTEER OPPORTUNITY: ¡HELP US RAISE SOME FUNDS!

**POSITION TITLE** Non-Profit Fundraiser (Remote)

**OPPORTUNITY LOCATION** This is a remote position.

**DURATION** 150 hours, approximately 15 hours a week.

**AMOUNT OF STAFF NEEDED** 1

**DESCRIPTION** Conservation Opportunity is a volunteer runned nonprofit organization incorporated in Puerto Rico. Our vision is to optimize our platform to help students and the general public interested in the field of environmental conservation to connect effectively with different job opportunities, whether volunteer or paid, in order to help them in their professional growth.

During the year we will have restoration and community events such as beach cleanups, plantings, and conservation workshops around the Island. We also provide workshops and office hours for consulting/mentoring sessions.

We are looking for someone interested in fundraise to help to push our mission forward and make our programs possible.

This is a volunteer opportunity (unpaid) from Conservation Opportunity. However, Universidad de Sagrado Corazón will be paying the select student \$9.75 per hour.

**RESPONSABILITIES**

- Meeting and interacting with potential donors.
- Creating donation letters and following up with potential donors.
- Assist in writing small grants.
- Among other tasks assigned as needed.

**REQUIREMENTS**

- Comfortable in conversation and writing to promote our mission.

- Bilingual preferred (English and Spanish).
- Capable of working independently remotely.
- The chosen person must have their own equipment (e.g. computer).

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**TIME COMMITMENT** Within the approximate 10 hours per week, we may have weekly or bi-weekly meetings of 30min - 1 hour to discuss the progress of the projects.

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**QUESTIONS?** Contact Fabiola Torres, [ftorres@conservationopportunity.org](mailto:ftorres@conservationopportunity.org)

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**TO APPLY** Send a brief description of your interest including the position title and resume to Fabiola Torres, [ftorres@conservationopportunity.org](mailto:ftorres@conservationopportunity.org)

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**SITIO WEB** [www.conservationopportunity.org](http://www.conservationopportunity.org)

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