

**CLF Volunteer Opportunity:
Volunteer Database Manager, Legal Services Food Hub – Massachusetts**

The Legal Services Food Hub (“the Hub”), a project housed within Conservation Law Foundation’s (CLF) Farm & Food Initiative, is a pro bono legal services clearinghouse where farmers, food entrepreneurs, and related organizations get matched with attorneys willing to assist with their legal issues for free. The Hub currently operates in Massachusetts and Maine and is expanding to additional states; we will launch in Rhode Island in Fall 2016 and Connecticut in the coming year.

Job Description:

CLF seeks a volunteer Hub Database Manager to perform a variety of program tasks on behalf of the organization, including but not limited to:

- Assessing the Hub’s database needs;
- Designing new databases for client data management and attorney network;
- Creating replicable data management model for expansion to additional states;
- Transferring data over to new system;
- Assisting with data input and management into new databases; and
- Working with a dynamic team of attorneys and advocates on a groundbreaking new program that is helping keep local farms and food entrepreneurs in business.

This is a volunteer position based in our Boston office. Working remotely is a possibility.

Time Commitment:

Open to discussion. Ideally one year, once or twice per week for up to 10 hours per week. Very flexible schedule, subject to program needs and volunteer's availability.

Supervisors:

Director of the Farm and Food Initiative; Legal Services Food Hub Coordinators in MA, ME, and RI.

Qualifications:

- Associate’s degree or higher or completion of relevant technical training program.
- Demonstrated experience creating and managing databases.
- Excellent computer skills.
- Demonstrated experience with Excel.



- Good organizational skills.
- Succinct and professional communication skills.
- Demonstrated experience working with farm/food entrepreneur stakeholder community or on food system-related projects desirable but not required.

How to Apply:

Send a cover letter titled “your last name -first initial-cover” (e.g. “SMITH J COVER”) and your resume titled “your last name-first initial-resume” (e.g. “SMITH J RESUME”) to careers@clf.org. Please make “Volunteer LSFH Database Manager” the subject of your e-mail. No phone calls please.

Deadline to Apply: 5 p.m., Wednesday, August 31, 2016

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Conservation Law Foundation (CLF) protects New England’s environment for the benefit of all people. A non-profit, member-supported organization, CLF uses the law, science and the market to solve the region’s most challenging environmental problems from climate change to ocean conservation to transportation. Every day, CLF advocates stand up for New Englanders—in state houses, court houses and board rooms, regulatory hearings and community gatherings—to forge innovative paths to environmental progress and economic prosperity *for all* in our region. To that end, CLF works with communities of color, and also communities that are economically or otherwise disadvantaged, which often suffer disproportionately the impacts of environmental degradation. CLF is committed to representing New England’s diversity in our staff, volunteers, boards and membership and creating a positive, inclusive workplace culture where all can thrive. People of color are encouraged to apply.