



JOB ANNOUNCEMENT

Job Title: Adult Programs Coordinator
Department: Education
Reports to: Adult Programs Manager
Classification: Hourly, Part-Time (24 hours/week)
Compensation: \$19.50 an hour, plus health and retirement benefits

About Audubon Society of Portland

Audubon Society of Portland has been a leading voice in conservation for over a century. Through conservation advocacy, environmental education, our wildlife rehabilitation center, and other programs we promote the understanding, enjoyment, and protection of native birds, other wildlife, and their habitats. We are located in a 150-acre wildlife sanctuary in Forest Park, just minutes from downtown Portland. With over 15,000 members and 450 regular volunteers, we are the largest independent chapter of the National Audubon Society in the United States. Additional background regarding our extensive education, advocacy, wildlife rehabilitation and habitat programs can be found at www.audubonportland.org.

The Audubon Society of Portland's Education Department provides a broad mix of free and fee based programs for youth and adults. With a \$1,000,000 programmatic budget, the Department directly reaches approximately 15,000 youth and 1,000 adults each year, leads local, regional, and international tours, and manages an outdoor education site near Mt. Hood.

Audubon Society of Portland has just completed a five-year strategic plan. A core priority moving forward is to infuse equity, inclusion, and diversity (EID) into all of the goals and work of the organization. The Adult Programs Coordinator will play an important role in achieving the organization's EID goals through the coordination of innovative, high quality education programs for a broader diversity of audiences than we have traditionally reached.

Job Summary

The **Adult Programs Coordinator** is responsible for coordinating, developing, and leading Portland Audubon's educational programs for adults, including adult classes and free and low-cost outings, as well as providing administrative support for the organization's domestic and international Ecotours. The goal of these programs is to increase participants' knowledge, understanding, and awareness of the natural world with a special emphasis on birds, birding, natural history, and conservation. The Adult Programs Coordinator will contribute leadership and support to advance Portland Audubon's EID initiative to engage new audiences. This position involves irregular work hours including some evenings and weekends.

Duties and Responsibilities

- Coordinates, develops, teaches, and evaluates adult classes and Audubon outings (local field trips).
- Provides administrative support for Ecotour programs, including providing support to contract staff and assisting with program registration, financial tracking and reimbursements, and evaluation.
- Works with the volunteer program to recruit and place volunteer and intern leaders for adult programs. Trains, schedules, and supervises volunteer leaders for adult programs.
- Supports the implementation of equity, inclusion, and diversity goals and strategies for the education department, including an expanded use of partnerships and engagement of new communities.
- Arranges and coordinates program transportation and other logistics with vendors and outfitters and manages rental vehicle account payments.
- Promotes adult programs including creating marketing and program information for *The Warbler*, the Portland Audubon website, and other appropriate venues. Writes and distributes press releases as needed.
- Provides registration and accounting services. Maintains records for adult education programs.
- Supports collaborative initiatives throughout the organization.
- Participates in Audubon Society of Portland events and activities.
- Serves on planning committees for local birding events; coordinates and works birding events, and serves as Audubon contact for other groups organizing events.
- Responds to requests from the public for guest speakers and educational presentations.
- Fields wildlife questions from the public via email, telephone, and postal mail.
- Contributes to grant proposals, as needed.
- Delivers excellent customer service, internally and externally.

Preferred Qualifications

- Strong commitment to environmental education and the conservation of the natural environment.
- Teaching experience with adults, especially in outdoor settings.
- Knowledge of natural history and in particular Pacific Northwest birds and ecosystems.
- Proven track record and enthusiasm for teaching and working with diverse audiences.
- Experience working towards equity, diversity, and an inclusive culture within an organization.
- Excellent oral and written communication skills.
- Ability to work independently, with minimal supervision.
- Ability to work effectively as a team member.
- Exemplifies strong leadership qualities.
- Effective and efficient time management skills.
- Ability to work under pressure of multiple deadlines.
- Computer skills in Microsoft Word, Excel, Power Point, on-line registration systems, and website management.
- Attention to detail and organizational skills.
- Experience working with and training staff and volunteers.

Special Conditions/Restrictions of the Position

Ability to lift up to 40 pounds to waist level.

Ability to be certified in Basic First Aid and CPR.

Application

Audubon Society of Portland does not discriminate on the basis of race, creed, sex, sexual orientation, age, religion, marital status, national origin, political affiliation or mental or physical handicap. Candidates of color are strongly encouraged to apply. Audubon Society of Portland is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering people to make positive changes in their community and environment. The Audubon Society of Portland Adult Programs Coordinator is expected to serve diverse audiences and help advance Portland Audubon's diversity strategies. More background on our diversity efforts can be found at <http://audubonportland.org/about>

Email Submissions Preferred**To apply:**

Please email your **cover letter**, **resume**, and **completed employment application*** to jobs@audubonportland.org with subject line: Adult Programs Coordinator

*employment application available at www.audubonportland.org/about/jobs

Applications due: August 14, 2017