



JOB ANNOUNCEMENT

Job Title:	Community Programs Coordinator
Department:	Education Department
Reports to:	Community Programs Manager
Classification:	Seasonal Contract
Employment Dates:	Spring program training, planning, coordinating, and delivery dates: Thursday-Saturday from March 11-June 7. Summer schedule: Monday-Friday, starting June 10 through September 6.
Salary range:	\$16-\$18/hr, 24-40 hours per week, based on experience and background*

*Additional compensation is available for applicants demonstrating exceptional background and experience in cultural competency and advancing organizational diversity, equity, and inclusion (DEI), such as trauma-informed care or restorative justice training; applicants demonstrating fluency in the following languages: Spanish, Mandarin/Cantonese, Vietnamese, or Somali; applicants possessing Wilderness First Responder certification; and applicants possessing a Commercial Drivers License, Class B.

Additional compensation provided for overnight programs.

We recognize that in order to serve diverse communities we must also have that diversity represented in our staff. Applicants of color, immigrants, and other underserved persons are encouraged to apply.

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, and wildlife rehabilitation, 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 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

Community Programs Coordinator will play an important role in achieving the organization's EID goals through the delivery of high quality programs.

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 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.

Job Summary

The Community Programs Coordinator is responsible for developing and delivering Portland Audubon's community-based youth programs including the TALON (Teach, Advocate, Lead, Observe, Nurture) program and Explorador Summer Camps.

The TALON program provides extensive training and employment for young people of color aged 16-20 as they learn skills that will help them succeed in conservation and environmental education professions. TALON teens participate in ten Saturday training sessions that provides a foundation in diversity, equity, inclusion, local natural history, environmental science, and local and regional conservation issues. Each participant is then placed in a paid summer apprenticeship position in Portland Audubon's education, communications, conservation, wildlife rehabilitation, or nature sanctuary programs.

Portland Audubon's Explorador Summer Camps provide hands-on, nature-based education through summer camps at no cost to participants. In partnership with community development organizations like Hacienda, Bienestar, and ROSE CDC, these programs are offered in a variety of Portland metropolitan area neighborhoods and family events.

Essential Duties and Responsibilities

- **TALON Program**
 - Assist in the development, implementation, and delivery of the TALON program, including ten Saturday training days April-June and supervising TALON apprentices during the summer
 - Mentor four TALON Environmental Education Apprentices. Guide the TALON members' professional growth, emotional well-being, and connection to the natural world.
- **Explorador Summer Camps**
 - Coordinate the Explorador Summer Camps program working with a team of summer camp staff and TALON apprentices to plan and implement activities in a safe, fun and engaging way, utilizing local parks as classrooms
 - Develop and lead outdoor experiences for children and youth
 - Maintain open communication and coordination with partners
 - Assist in designing camp programs and schedules
 - Assist in planning and implementing Family Days
- **Administrative**
 - Work as part of a team with Community Programs Manager, Youth Programs Manager, and seasonal educators to deliver high quality environmental education programming
 - Support annual grant report writing

Preferred Qualifications

Applicants should have a passion for working with young people and fostering youth's personal connection to the natural world. Individuals should be able to provide support to these communities in a culturally responsive way in order to build and maintain relationships with communities served by Portland Audubon. Qualified individuals should have experience working with underserved communities and communities of color, and have experience with and be willing to educate in an informal outdoor setting. This position involves irregular work hours, including evening, weekend, and extended travel time (from multi-day to week-long field-based programs).

- Demonstrated cultural competency and experience working with diverse populations, including communities of color, immigrants, and underserved communities
- Strong commitment to environmental education and conservation of the natural environment
- Demonstrate enthusiasm about working in an inclusive environment which serves children of all backgrounds and abilities
- Knowledge of strategies for connecting children to nature and the outdoors
- Experience in hands-on education program and curriculum design
- Experience in restorative justice and trauma-informed care
- Knowledge of general forest ecology, pacific northwest natural history, and regional birds and mammals
- Strong communication and interpersonal skills
- Solid coordination and organizational skills, and an ability to balance attention to detail with holistic "big picture" thinking
- Ability to work independently with minimal supervision
- Experience working with coalitions and working cooperatively in a team; belief in the value and power of collaboration.
- Willingness to work a flexible schedule, including ten consecutive Saturdays during the spring for TALON training.
- Second language abilities (Spanish, Mandarin, Vietnamese, Somalian) preferred. Native speakers preferred.

Special Conditions/Restrictions of the Position

- Must possess current driver's license
- Ability to be certified in Basic First Aid and CPR
- Ability to lift up to 40 pounds to waist level
- Ability to hike up to five miles with a pack
- Ability to work overnight programs
- Ability to be certified for CDL (Commercial Driver's License)

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 Community Programs Educator 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>

More information can be found at <http://audubonportland.org>.

To apply:

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

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

EMAIL SUBMISSIONS PREFERRED

Submission via US Postal Service to:

Keia Booker, Human Relations and Equity Manager

Attn: Community Programs Coordinator

5151 NW Cornell Road

Portland, OR 97210

CLOSING DATE: Open until filled.