



JOB ANNOUNCEMENT

Job Title: *Community Programs Manager*
Department: Education Department
Reports to: Education Director
Classification: Full-time, Exempt
Compensation: \$43,000 to 48,000 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 habitat. 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.

Job Summary

The Community Programs Manager will help lead and manage community-based youth programs, including the [Community Camps and TALON leadership program](#). The Community Programs Manager is an integral member of Portland Audubon's collaborative team of adult and youth educators, directly leading innovative programs as well as providing input regarding the inclusiveness and cultural awareness of Portland Audubon programs.

Our Community Camps provide hands-on, nature-based education through summer camps at little or no cost to participants. In partnership with community development organizations like Hacienda, Bienestar and ROSE CDC, these programs are offered at a variety of Portland metropolitan area neighborhood and family events.

The TALON program provides extensive training and employment for young adults aged 16-20 as they learn skills that will help them succeed in conservation and environmental education professions. TALON teens participate in a 10-week training program that provides a foundation in local natural history, environmental science, and local and regional conservation issues. Each participant is then placed in a summer apprenticeship position in Portland Audubon's education, conservation, wildlife rehabilitation or nature sanctuary programs, with the opportunity for a second consecutive year of involvement.

Qualified applicants have proven experience working with underserved communities and communities of color, and experience teaching in an informal outdoor setting. The position will participate in ongoing efforts to create a more inclusive culture throughout Portland Audubon, both internally and through our outward-facing programs.

Core Responsibilities

Community Camps

- Design camp programs and schedules.
- Identify and approach prospective partner organizations.
- Hire and manage a team of summer camp staff - including high school counselors and college-aged interns - to plan and implement activities in a safe, fun, engaging and inclusive way, utilizing local parks as classrooms.
- Maintain regular communication with partners, including Hacienda CDC, Bienestar and ROSE CDC.
- Coordinate and assist in family outings with community partners.
- Evaluate program, write annual reports.
- Manage program budget.

TALON

- Manage TALON program for teens, which includes planning, design, outreach, and logistics.
- Recruit and mentor a team of 12 young-adult participants.
- Collaborate with the Conservation Department to place apprentices and oversee their mentorship.
- Coordinate staff mentors and mentorship program.
- Assist in TALON grant writing, administration and reporting.
- Evaluate program, write annual reports.
- Manage program budget.

Organizational Inclusiveness

- Support Portland Audubon's efforts to increase programmatic and organizational diversity, inclusivity, and equity.
- Work with the Conservation Department to support programmatic goals to increase diversity and equity.
- Advance new relationships and educational partnerships in greater community.

Preferred Qualifications

- Knowledge of strategies for connecting children and young adults to nature and the outdoors.
- Experience designing and facilitating hands-on educational programs.
- Experience working with underrepresented communities.
- Conversational Spanish and/or experience working with Spanish-speaking communities.
- Knowledge of forest ecosystems and of 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 managing teams.
- 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.
- Demonstrated commitment to economic and racial justice.
- Willingness to work with education staff in delivering other educational programming like summer staff training and school group programs.
- Strong time and task management skills; ability to manage multiple projects; ability to work well under pressure and take deadlines seriously.
- Willingness to obtain a Class-B commercial driver’s license for driving a school bus.

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 position 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: “Community Programs Manager.”

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

Submission via US Postal Service to:

Community Programs Manager
Audubon Society of Portland
5151 NW Cornell Road
Portland, OR 97210

Applications due February 20, 2016 by 5:00pm

Interviewing will begin February 23rd and 24th.