NOW HIRING

Wildlife Care Center Seasonal Assistant

Application Deadline: Sunday, March 22, 2020

Job Title: Wildlife Care Center Seasonal Assistant
Department: Conservation
Reports to: Wildlife Care Center Manager
Classification: Part-Time, Seasonal
Compensation: $16 an hour
Employment Dates: April 15 – August 15
Hours: 12 – 8:30 p.m., Thurs. - Sat.

About the Wildlife Care Center
Portland Audubon's Wildlife Care Center is the oldest wildlife hospital in Oregon and gives injured and orphaned native animals a second chance at life in the wild. Through education and advocacy, the Wildlife Care Center also serves as a resource to help our community live more harmoniously with wildlife.

About Portland Audubon
Portland Audubon 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 172-acre wildlife sanctuary in Forest Park, just minutes from downtown Portland.

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. We are committed to building a diverse and inclusive environment, reflecting the diversity of our community in our board, staff, volunteers, and members; ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals; and empowering staff to make positive changes in their environment and in Portland Audubon's culture.
Position Summary

The Wildlife Care Center Seasonal Assistant is responsible for assisting the Wildlife Care Center Manager and staff with all aspects of daily operations, including treatment and care of injured and recovering wildlife, supervision and training of volunteers, public outreach, record keeping and facility maintenance. Applicants should possess excellent team building skills. The Care Center Assistant must be able to juggle a multitude of tasks with professionalism, flexibility, and a sense of humor. They will be working with volunteers, stakeholders, membership groups, resource agencies and the general public in office and field settings. A passion for wildlife conservation and engaging diverse groups of people is an essential element of this job.

Essential Duties & Responsibilities

- Assists with the rehabilitation of injured and orphaned wildlife, including cleaning, diet preparation, habitat set-up and maintenance, enrichment, baby bird feeding, and medical care.
- Provides consultation in person and over the phone on urban wildlife issues
- Assists in the training & supervision of the Wildlife Care Center’s volunteers and interns
- Maintains cleanliness & organization of the facility
- Participates in off-site wildlife pick-up, rescue, and releases
- Coordinates after-hours patient care & completes closing duties nightly
- Other duties as assigned

Preferred Skills & Experience

- At least 1 year experience working or volunteering in a wildlife rehabilitation facility or comparable experience in other wildlife-related work or study
- Basic wildlife rehabilitation skills including animal handling, feeding, examination, injections, basic wound management, and medication dosing
- Experience working with and/or supervising volunteer efforts, preferably in an animal care setting
- Knowledge of natural history, particularly of the fauna of the Pacific Northwest
- Excellent communication skills, on the phone and in person
- Computer literacy & ability to learn our medical database system and volunteer software
- Experience and enthusiasm for working with diverse communities
- Understanding and/or commitment to growth around diversity, equity, and inclusion practices
- Able to work calmly and efficiently in busy, high-intensity situations
- Strong organizational and time management skills
Work Environment and Requirements

The work environment and requirements described below are essential to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the necessary functions.

• Some flexibility of schedule
• Work is frequently performed outside in all weather
• Work requires standing and walking for long periods of time, carrying & lifting up to 25 lbs, crouching, kneeling, bending, and pulling.
• Work involves significant fine motor control and repetitive hand motions

Application

Portland Audubon 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. Portland Audubon 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. More background on our diversity efforts can be found at http://audubonportland.org/about

How to Apply

Please email your cover letter, resume, and completed employment application* to jobs@audubonportland.org with subject: “WCC Seasonal Assistant”

*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: Seasonal Assistant Environmental Educator, 5151 NW Cornell Road Portland, OR 97210

CLOSING DATE: March 22, 2020 at Midnight
Diversity Statement

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. Audubon is committed to:

- Reflecting the diversity of the community in our board, staff, volunteers, and members.
- Ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals.
- Empowering people to make positive changes in their community and environment.

Portland Audubon has nearly completed two years of 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. This position will play an important role in achieving the organization’s EID goals through engagement with staff, board members, donors, volunteers and the public. We recognize that in order to serve diverse communities we must also have diversity represented in our staff. Applicants of color, immigrants, and other underserved persons are encouraged to apply.

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This 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](http://audubonportland.org/about)