NOW HIRING

Conservation Coordinator

Application Deadline: March 26, 2022

Job Title: Conservation Coordinator
Department: Conservation
Reports to: Bob Sallinger, Conservation Director
Supervises: Volunteers
Classification: 40 hrs/1.0 FTE non-exempt
Salary range: $20-$23/hr

Benefits Include:
- Medical insurance: 100% payment of premiums for medical and dental insurance
- Competitive leave benefits including vacation, sick, and family leave
- 401(k) 3% match plus a discretionary annual fixed amount contribution
- Ability to attend free or subsidized courses at Portland Audubon
- Substantial discount at our Nature Store, including optics
- Opportunity to work in a setting surrounded by Portland Audubon’s 172-acre Wildlife Sanctuary

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. Portland Audubon works statewide with priority conservation initiatives focused on protecting Oregon’s coast, forests, high desert and creating healthy, green, equitable urban landscapes. Our headquarters are located in a 172-acre wildlife sanctuary in Forest Park, just minutes from downtown Portland, and we own and manage additional wildlife sanctuaries at the Central Oregon Coast and near Mt. Hood.

Portland Audubon is committed to building a diverse and inclusive environment, both internally and with the communities we engage with. More background on our diversity efforts can be found at audubonportland.org/about.
Position Summary

Portland Audubon (www.audubonportland.org) seeks an enthusiastic, self-motivated applicant with knowledge and a passion for wildlife conservation. The Conservation Coordinator position plays an important role within Portland Audubon’s Conservation team, coordinating our activist program and community engagement efforts, providing support on conservation policy initiatives and providing logistical support within the program. This is an outstanding opportunity for an individual interested in gaining extensive experience advancing complex, grassroots conservation initiatives in the Pacific Northwest. The successful applicant must have excellent interpersonal and organizational and administrative skills and enjoy working in a fast paced, rapidly evolving collaborative environment.

Essential Duties & Responsibilities

- Coordinate activist, partner and coalition engagement including action alerts, trainings, engagement events, and other engagement activities;
- Develop, maintain and manage Portland Audubon’s activist database;
- Provide support for Portland Audubon’s priority policy initiatives, including background research, position development, creation of outreach materials and attending meetings with partners, agencies, and decision-makers;
- Provide logistical support for internal and external Portland Audubon Conservation Program activities;
- Provide administrative support for the Conservation Program Director.

Preferred Skills & Experience

- Interest and enthusiasm for birds, natural resource conservation, and other environmental issues;
- Bachelor’s Degree in Environmental Science or related field;
- 2-years experience in community-based organizing and/or campaign implementation;
- Great interpersonal skills working collaboratively with volunteers, advocates, community groups, public agencies and other partners;
- Demonstrable experience engaging underserved and diverse communities;
- Excellent written and verbal communication skills;
- Computer skills including proficiency with Microsoft Office and Google suite and ability to develop and maintain databases
- Proficiency in GIS based systems preferred but not required.
- A strong natural history background, ideally with a focus on fauna of the Pacific Northwest

Additional Requirements

- Access to vehicle and valid Oregon drivers license
- Ability to work some evenings and weekends
- Limited overnight travel
Work Conditions

Staff is currently mostly working remotely due to Covid-19 restrictions. It is anticipated that once restrictions are lifted, the majority of the work for this position will occur onsite at Audubon’s campus or in off site program related meetings.

Application

Portland Audubon does not discriminate on the basis of race; creed; sex; sexual orientation; gender identity; age; religion; marital status; national origin or ancestry; political affiliation; citizenship; lawful immigration status; or mental, physical or medical disability; Veteran status; or liability for service in the United States Armed Forces.

Applicants of color, immigrants, and other underserved persons are encouraged to apply.

How to Apply

ONLINE SUBMISSIONS PREFERRED

Apply online at https://portlandaudubon.bamboohr.com/jobs/

Application Deadline: on or before March 26, 2022 at midnight.

To submit via US Postal Service (if online isn’t possible):
Please send your resume, cover letter, at least three references and the application found on our website to:

Human Resources
Portland Audubon
REF: Conservation Coordinator
5151 NW Cornell Road
Portland, OR 97210
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 completed four 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.

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 staff to make positive changes in their environment and in Portland Audubon’s culture.

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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.