NOW HIRING
Wildlife Care Center Seasonal Assistant

Application Deadline: March 13, 2022

Job Title: Wildlife Care Center Seasonal Assistant
Department: Conservation
Reports to: Wildlife Care Center Manager
Classification: Part Time, seasonal contract
Employment Dates: May 1 – Aug 31, 2022
Hours: 0.5 FTE (20 hrs/wk)
Salary: $17.00 per hour

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 150-acre wildlife sanctuary in Forest Park, just minutes from downtown Portland. The Portland Audubon Wildlife Care Center is Oregon’s oldest and busiest wildlife rehabilitation facility, treating 2,000 - 3,000 animals and responding to approximately 10,000 wildlife related phone-calls annually. The Wildlife Care Center is supported by permanent and seasonal staff, and between 60-70 volunteers.

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 audubonportland.org/about.
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
- Able to work calmly and efficiently in busy, high-intensity situations
- Strong organizational and time management skills

Working Conditions

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.

- Occasional flexibility of schedule
- Work is performed outside in all weather
- Work requires standing and walking for long periods of times, 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. All Portland Audubon employees are expected to serve diverse audiences and help advance our diversity strategies. More background on our diversity efforts can be found at http://audubonportland.org/about.

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How to Apply

ONLINE SUBMISSIONS PREFERRED

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

To submit via US Postal Service:
Please send your resume, cover letter and the application found on our website to:

Human Resources
Portland Audubon
REF: Wildlife Care Center Seasonal Assistant
5151 NW Cornell Road
Portland, OR 97210

APPLICATION DEADLINE: On or before midnight on March 13, 2022

Interview Dates: March 22-24, 2022
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.

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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.