Job Description for Conservation Program Coordinator

About Atlanta Audubon Society

Atlanta Audubon Society is a member-supported, non-profit organization dedicated to developing a conservation-minded and fully engaged Georgia where birds prosper, habitats flourish, and public understanding grows. Our mission is to build places where birds and people thrive. We create bird-friendly communities through conservation, education, and advocacy with activities that build community and foster the joy of birding. Learn more about our programs here: www.atlantaaudubon.org/mission-and-programs. Atlanta Audubon is a certified chapter of National Audubon Society and works in the 20-county Metro Atlanta area.

Position Summary

The Conservation Program Coordinator will manage and assist in the implementation of conservation programs under the direction of the Director of Conservation, with a focus on habitat-related projects.

Position Duties

- Manage the Wildlife Sanctuary Certification Program. Duties include, but not limited to, serving as the main point of contact, coordinating and conducting certifier visits, tracking certification process and status, organizing certifier training, revising and implementing different criteria and processes, and working with staff, partners, and volunteers to increase participation.
- Manage Plants for Birds programs including coordination and implementation of native plant sales, partner events, educational outreach, development of educational materials, webpage management (non-technical), order fulfillment, and reporting metrics.
- Manage volunteer work days and coordinate educational programs for habitat restoration sites.
- Participate in bird and plant monitoring, bird banding, and other field work as assigned. In some cases, management of some species-specific or habitat projects may be assigned.
- Coordinate educational programs and special events related habitat work as assigned, including collaborating with partner organizations.
- Oversee work of Atlanta Audubon interns as assigned.
- Aid in data analysis and summarization of project findings, including report writing.
- Recruit, communicate with, and oversee volunteers for conservation programs.
- Contribute to the promotion of Atlanta Audubon and bird conservation through development of information sheets/brochures, written articles, and speaking engagements.
- Other tasks as assigned by the Director of Conservation or Executive Director.
Performance Expectations

- Ensure that conservation activities are carried out in keeping with the organization’s values, mission, vision, and work plan.
- Establish constructive relationships with staff, partners, board members, and constituents.
- Ability to manage volunteers.
- Ability to manage projects, and set and stick to deadlines.
- Demonstrate initiative and be a team player.
- Adhere to the highest ethical standards for habitat management and bird monitoring activities.
- Some weekend and evening work required.

Position qualifications

- Well-versed in conservation and identification of local and regional bird and plant species. A solid knowledge base of native Georgia plants preferred.
- Bachelor’s degree in natural sciences or resource management preferred.
- Minimum 1 year of experience in wildlife conservation, ornithology, ecology, natural resources management, or other applicable life sciences.
- Demonstrated experience in volunteer management preferred.
- Excellent oral and written communications skills and the ability to synthesize and communicate technical and complex information to both technical and non-technical audiences.
- Highly organized and able to juggle multiple demands in a dynamic and growing organization.
- Proficiency in Microsoft Office programs and applications.
- Ability and willingness to travel locally. Valid Georgia driver’s license and personal vehicle needed.
- Ability to work outdoors, in all weather conditions and on varying terrain, with or without accommodation; must be able to carry field equipment at times, with or without accommodation.
- Positive attitude with a desire to learn.

Status, Pay & Benefits

The successful candidate will be hired as a part-time employee for 25 hours per week with a July-September 2019 start date. The employee will conduct work at the Atlanta Audubon office at 4055 Roswell Road, Atlanta 30342 and at program sites around metro Atlanta. Some evenings and weekends required. $23,000-$26,000 starting annual salary range plus 60 hours of paid time off, health insurance reimbursement, and professional development opportunities.

Application

To apply, please email a statement of interest, resume, and contact information for three references in one PDF document to peeps@atlantaaudubon.org by Sunday, June 16, 2019 at 11:59 PM.

Equal Employment Opportunity Policy Statement

Atlanta Audubon Society is committed to recruiting, selecting and retaining the best employees by affording equal employment opportunity to all individuals regardless of age, religion, marital status, disability, race, gender or sexual orientation. This policy also includes those provisions of law that apply in particular to disabled veterans.