

## **Environmental Program Specialists**

**Date: July 2019**

**Work Location: Audubon International Office, Troy, NY**

### **Organization Overview:**

Audubon International, a nonprofit organization, has been in existence for over 30 years with a mission to create sustainable environments where we live, work and play. To accomplish this mission, we work in the area where the natural and built environments meet, engaging with a wide range of interested partners including golf courses, resorts, large and small businesses, environmental not-for-profits, community associations, local governments, and state and federal agencies.

We use a combination of award-winning environmental education and certification programs, technical assistance and recognition, to positively impact environmental health at multiple geographic scales, from individual properties to communities and ecoregions.

**Position Description:** Audubon International seeks highly-qualified and enthusiastic individuals to join our growing team as *Environmental Program Specialists*. These positions report directly to the Director of Environmental Programs for Golf and work with other Audubon International staff to:

- process, assess, manage, and track certification activities for members in AI's award-winning Audubon Cooperative Sanctuary Program, including Signature Sanctuary members;
- assist with implementation of landscape level conservation initiatives such as the Raptor Relocation Network (RRN) and Monarchs in the Rough (MITR);
- organize and manage the organization's annual BioBlitz;
- develop Case Studies and Fact Sheets for ACSP, Monarchs in the Rough (MITR) and Raptor Relocation Network (RRN);
- make presentations and represent Audubon International at conferences, events and on committees

### **Example Duties & Responsibilities:**

- Receive and manage incoming ACSP member submissions; log all member progress information into AI's Member Database.
- Coordinate with appropriate AI staff to ensure that information maintained in the organization's member database is up-to-date and accurate.
- Accurately and systematically assess completeness and rigor of ACSP member submissions; match submitted data to AI standards; identify gaps in submission
- Respond to members with appropriate feedback, recognition, progress reports, and educational materials, as needed.
- Manage AI's Raptor Relocation Network program including but not limited to enrolling participants, updating written and electronic materials, and conducting site visits to evaluate relocation sites, coordinating citizen science monitors and managing relocation and tracking website
- Enroll and manage services for members in the Monarchs in the Rough program by providing materials, preparing reports and monitoring member efforts
- In collaboration with other Program staff, provide administrative and technical support as needed.
- Assist in marketing and promotional efforts for all of AI's education and certification programs.
- Occasionally represent AI at meetings, conferences, and educational venues to promote AI's mission and programs, and assist with member recruitment and partner relationships as needed.

### **Minimum Qualifications:**

- A bachelor's degree in an appropriate field of study (i.e., environmental studies, agronomy, resource management, sustainability, etc.) and at least one year of related professional experience;
- Excellent attention to detail;
- Excellent written and oral communication skills, including the ability to write clearly about scientific concepts;
- Excellent interpersonal communication skills and experience working with diverse constituencies and membership demographics;
- Ability to excel both by working independently and as part of a collaborative team;
- Experience and comfort with public speaking;
- Computer proficiency (i.e., Microsoft Office suite, database management, internet-based research, professional applications of social media, etc.)
- Willingness to travel periodically to conduct site visits and attend conferences.

### **Additional Requirements:**

The person in this position must be able to:

- Remain in a stationary position 50% of the time.
- Occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operate a computer and other office machinery, such as a copy machine, computer printer and folding machine.
- Regularly ascends/descends stairs to access office equipment.
- Frequently communicate with members and interested parties who have inquiries, and exchange accurate information in these situations.

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

**Compensation:** This is a full-time, permanent position located at Audubon International's office in Troy, NY. Incumbent will be required to work at the office in Troy, NY. Salary range: \$35,000- \$45,000, dependent on qualifications.

Audubon International offers a mission-driven work environment that promotes continued employee growth and development. The organization offers its employees a strong compensation package, including competitive salary, fully paid individual health benefits, retirement benefits, and vacation. Diversity is highly valued.

**Deadline for Application:** Open until filled.

### **How to Apply:**

Submitted applications will be reviewed upon receipt and must include the following:

- Cover letter summarizing the candidate's qualifications for the position, including a description of how prior educational training, experience and skills prepare the candidate to fulfill the job responsibilities detailed above.
- Curriculum vitae or resume.
- Contact information (name, job title, phone and email) for three professional references

Application materials should be submitted via e-mail to [fred@auduboninternational.org](mailto:fred@auduboninternational.org) with the job title and your name in the subject line (i.e., Program Specialist – Jane Smith).

*Audubon International is an equal opportunity employer committed to practices that ensure employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, genetic information or any other factor that is not related to the position.*