

Detroit Audubon Program Coordinator Position Description

Detroit Audubon's Program Coordinator manages our youth environmental education programming, coordinates and assists in leading our public field trips, plans special events, and serves as an ambassador of the organization at public programs, festivals, and more. The staff of Detroit Audubon is a small, dynamic, and hard-working team based in Detroit's Cass Corridor, with program and event locations spanning the entire metro Detroit area. This position is a part-time (25 hours/week) professional position with Detroit Audubon.

Skills and Qualifications:

- Two years of coursework in Environmental Education, Environmental Interpretation, Environmental Science or equivalent (Bachelor's degree preferred)
- Experience designing and conducting education programs for K-12 groups and adults
- Knowledge of Michigan natural history (birding experience strongly preferred)
- Excellent computer skills, including thorough familiarity with MS Office Suite, Google Drive, and Facebook
- Excellent oral and written communication skills
- Experience in publicity and press relations a plus
- Must be a self-starter, organized, and a networker

Supervisory Controls:

- Hired by the board and supervised by the Detroit Audubon President

Duties and Expected Outcomes:

- Plan, coordinate, and implement the Building Informed and Resourceful Detroit Stewards environmental education project
 - Plan a series of 4 in-class visits and 4 field trips to local natural areas for Detroit 4th-6th grade classrooms
 - Coordinate all associated field trip and program logistics, such as: bussing, volunteers, supplies, substitute teachers, etc
 - Maintain an accurate and up-to-date budget
 - Write regular grant reports
- Teach environmental education and birding programs for Detroit youth through camps, after school programs, and more
 - Lead weekly birding programs for Belle Isle Nature Center day camps
 - Partner with Detroit RiverFront Conservancy to provide environmental education opportunities at RiverFront events
- Coordinate Detroit Audubon's public field trip programs
 - Advertise field trips on Facebook and DA website
 - Collect sign ups/ticket purchases via Eventbrite
 - Communicate with field trip attendees about weather, location, etc

- Work with DA board members to determine field trip schedule
- Train volunteers to lead field trips
- Lead birding and nature programs for general public
 - Lead monthly Elmwood Cemetery walks in partnership with Elmwood Cemetery Foundation
 - Lead semi-regular evening nature programs with Belle Isle Nature Center
 - Other programs as necessary
- Represent Detroit Audubon at public festivals, tabling events, etc
 - Provide engaging, hands-on tabling activities
 - Recruit volunteers to assist in tabling events
 - Help spread the word to the general public about Detroit Audubon's work
- Provide general office support to DA Office Administrator
 - Answer bird- or nature-related phone calls
 - Assist in management of our bookstore
 - Prepare program reports
 - Maintain records of volunteer and program participant numbers
- Coordinate publicity using conventional and social media outlets
 - Write and distribute press releases and other publicity for major programs
 - Manage day-to-day operations of Detroit Audubon's Facebook page
 - Serve as liaison to press
- Attend meetings and webinars on behalf of Detroit Audubon
 - Attend Metro Detroit Nature Network meetings and associated sub-committee meetings
 - Participate in relevant National Audubon Society webinars
- Contribute to Detroit Audubon's quarterly member magazine, *The Flyway*
- Train outreach and education volunteers

Schedule:

The Program Coordinator will generally work three days per week, with regular weekend and evening work required.

Compensation:

The starting salary for this position is \$17/hour.

Preferred Start Date:

Wednesday, June 5th, 2019

How to Apply:

Send a cover letter, resume, and three letters of professional reference to Rochelle Breitenbach, Detroit Audubon President, at staff@detroitaudubon.org.