



NOW HIRING

Director of Engagement & Education

TUCSON AUDUBON SOCIETY

Tucson, Arizona

TITLE: Director of Engagement and Education

FLSA STATUS: Exempt, Full Time

REPORTS TO: Executive Director

MINIMUM EXPERIENCE: Senior Manager/Supervisor

COMPENSATION: \$54,000-\$60,000 Annual Salary DOE

APPLY HERE: <https://tucsonaudubonsociety.bamboohr.com/jobs/view.php?id=26>

SUMMARY: The Director of Engagement and Education is responsible for all aspects of Tucson Audubon Society's (TAS) community engagement work and actively educates its membership, and the public at large on the organization's mission. This position directs key areas of the organization's work, creating strategic programming and engaging outreach efforts related to Youth & Adult Education, Volunteer Participation, Field Trips, and the Nature Shop. This position ensures staff development, program delivery, and strategic evaluation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Community Engagement & Education

- Develops community engagement strategies and activities that align with the organization's mission and strategic plan in collaboration with the Executive Director.
- Researches, implements, and evaluates new engagement-based program opportunities to increase TAS visibility, expand membership, and increase engagement with new and existing supporters.
- Provides oversight, direction, and support to the Community Engagement Manager who is responsible for implementing engagement efforts including Field Trips, Southeast Arizona Birding Festival, Birds & Community Presentations and other activities.
- Assists with identifying new and ongoing funding opportunities, including grants, to support TAS and its Engagement and Education programs.
- Develops and maintains strong relationships with various community stakeholders, event sponsors, and supporters.
- Develops, implements, and monitors the Engagement and Education department budget and ensures expenditures remain within the approved budget.
- Creates mechanisms for ongoing evaluation of engagement and education initiatives, measures effectiveness and efficiency, and implements enhancements.

- Provides oversight, direction, and support to staff carrying out youth education opportunities ranging from special birding classes to stand-alone classroom, school, and/or camp visits with new and existing education partners.
- Collaborates with community groups and individuals to lead or support activities related to birds and bird habitat conservation.
- Collaborates with Communications staff to promote Engagement and Education campaigns, create program announcements, manage program registration, report on program activities, and communicate with the public about birds, birding, and visiting Southeastern Arizona.
- Collaborates with Development staff to continually promote supporter recruitment and retention, using Engagement programs and activities as a tool.
- Ensures information about Engagement and Education programs is being disseminated to TAS staff and volunteers to facilitate sharing information with supporters and the public.
- Partners with TAS Directors to identify opportunities to connect the community to TAS conservation work and mission.
- Attends Board Meetings as needed.

The Nature Shop

- Provides oversight, direction, and support to The Nature Shop Retail Manager.
- Collaborates with The Nature Shop Retail Manager on curating a selection of products to be carried that are aligned to the TAS mission and programming.
- Plans and implements strategies for education and engagement opportunities at The Nature Shop.
- Provides information and resources to help visitors and members understand the TAS mission and conservation efforts.
- Directs engagement activities at The Nature Shop.

The Paton Center

- Provides oversight, direction, and support to The Paton Center Coordinator and other Paton Center staff.
- Plans and implements strategies for education and engagement opportunities at The Paton Center in collaboration with the Paton Center Coordinator.
- Provides information and resources to help visitors and members understand the TAS mission and conservation efforts.

SUPERVISORY RESPONSIBILITY: This position provides direction, training, and feedback to the Community Engagement Manager, the Education Coordinator, the Paton Center Coordinator, The Nature Shop Manager, and volunteers involved in community engagement and education activities.

OTHER RESPONSIBILITIES

- Contributes information or writes articles for the TAS newsletter.
- Serves as a member of the TAS senior leadership team to help provide oversight and strategic direction to the organization.
- Supports TAS events as requested.

Supports main Tucson Audubon functions as deemed appropriate by the Executive Director.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made for those with disabilities.

- This job operates in a professional office environment and routinely uses standard office equipment such as computers, phones, photocopiers, scanners, and filing cabinets.
- This job occasionally operates off-site and may require being actively involved with set up and take down of displays or items needed when executing Engagement and Education activities, or may be involved with Engagement and Education programs being held outside in various weather conditions or terrain exposures.
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms.
- Must be able to lift up to 40 lbs.

EDUCATION, EXPERIENCE, COMPETENCIES REQUIREMENTS

- Bachelor's degree in a relevant field, required
- 5 years' work experience in community outreach and engagement within a non-profit organization or related field, required
- Experience supervising staff, required
- Thorough knowledge of community outreach and engagement strategies and success working in partnership with community organizations
- Ability to stay current with emerging outreach and engagement best practices
- Ability to think critically and have a vision for the organization as it relates to engagement and education
- Excellent organizational skills
- Excellent written and verbal communication skills
- Ability to work independently and with a small team of employees
- Ability to work with a diverse group of staff and volunteers
- Strong proficiency in internet use, e-mail, Microsoft Office and Google applications
- An interest in birds, natural history, and wildlife conservation
- Valid Arizona Driver's License

- Ability to work some weekends or evenings and to occasionally adjust hours to accommodate the needs of the job

A combination of education and experience may be considered if it directly relates to the position and supports the ability to successfully perform the job.

Tucson Audubon is an Equal Opportunity Employer. Our programs and employment are open to all. We value diversity and do not permit any discrimination against applicants, employees, or volunteers on the basis of race, ethnicity, national origin, gender, age, religion, sexual orientation, marital status, veteran status, medical condition, disability, or any other status protected by applicable law or statute in any of our policies or programs. At Tucson Audubon, our commitment to Inclusion, Diversity, Equity, and Access (IDEA) goes beyond being in full compliance with employment law; Tucson Audubon actively cultivates a culture that embraces differences, with the commitment that everyone is a valued member of our team and is treated with respect and dignity. We intentionally work to foster a culture of inclusion with openness, honesty, visibility, creativity, and trust as core values.

This job description is not designed to cover or contain a comprehensive listing of activities and details required for each duty listed above. Detailed work plans should be developed with the manager and designed around the duties listed above and should address program and organizational goals.

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