

Theodore Roosevelt Sanctuary and Audubon Center

134 Cove Road • Oyster Bay, New York 11771 • Tel. (516) 922-3200 • Fax (516) 922-6734

Outreach Coordinator Position Description

The Organization

The Theodore Roosevelt Sanctuary and Audubon Center, in Oyster Bay, provides natural science education for school, scout, camp, and family groups. The goals of the programs are to provide direct experiences in nature while involving students and the public in interactive, inquiry-based, hands-on activities focusing on science that lead participants to take conservation action to help preserve wildlife. The Sanctuary conducts scientific research, monitoring avian populations and restoring native habitats.

Purpose of the Position

Manage outreach programs to promote awareness of the Center in the local community. This includes marketing and teaching public programs, managing volunteers, organizing special events. Develop and teach outreach and other programs as needed. Manage all aspects of the volunteer program.

Essential Functions

- Recruit, train, supervise, and schedule volunteers;
- Manage marketing materials for the organization, which includes e-newsletter, website, email distribution list, flyers and other promotional copy;
- Teach programs for school, camp, public, family, and adult groups as needed;
- Develop, implement, and evaluate natural science education programs for all ages;
- Establish citizen science programs in local schools and with other community organizations;
- Manage database for outreach programs; provide educational support including evaluation and promotional mailings;
- Maintain and establish contacts with existing schools, groups, and supporters. Duties include speaking engagements for groups, staffing event booths, and attending relevant community meetings;
- Organize special events to help generate revenue for the Center;
- Assist with the care of resident non-releasable wildlife used for programs and passive education;
- Articulate the Audubon mission and the Sanctuary's mission to the community;
- Assist the Center Director in overall Center responsibilities, as well as perform all duties deemed necessary to further the mission of the Theodore Roosevelt Sanctuary & Audubon Center.

Qualifications

- Bachelor's degree (Master's preferred) from an accredited college or university in environmental studies, education, natural science, outdoor recreation, marketing, business or related field;
- Must have demonstrated experience working with the public, including groups of children, adults, and families; experience working with wildlife a plus;
- Excellent organizational skills, written and verbal communication skills, and computer literacy, particularly word-processing, e-mail, website design/updating, and database functions preferred.
- Experience developing and conducting education/outreach activities for all ages and audiences;
- Self-motivated, detailed-oriented with the ability to work both independently and as part of a team;
- Must have flexible schedule with the ability to work evenings and weekends, as required;
- Ability to travel, including service area from Montauk to Manhattan;
- Possess a valid New York State driver's license, or the ability to obtain one in a timely manner;
- Must be knowledgeable about, and committed to, the Audubon mission and the conservation of birds, other wildlife and their habitats

Relationships

Internal: report to the Center Director. Work with all staff to achieve goals and objectives of the Sanctuary. Coordinate with Audubon New York and National Audubon Society staff as needed.

External: Cultivate and maintain good working relationships with local organizations, agencies, university faculty, media contacts and the general public.