JOB ANNOUNCEMENT

Santa Clara Valley Audubon Society

Job Title: Outreach Coordinator (Part-time, 70% of full-time, non-exempt position)

Reports to: Executive Director

Position Description: The SCVAS Outreach Coordinator manages, directs and develops the Outreach and Volunteer Programs for the Chapter. This position also includes scheduling, maintaining and developing specific outdoor education materials and working in collaboration with the Education Program Specialist. In some cases, the Outreach Coordinator will be the program provider for these programs when needed. The Outreach Coordinator also supports general chapter events, and local conservation programs. All member, donor, and volunteer information is maintained by the Outreach Coordinator through database management which is updated regularly,

Major Areas of Responsibility:
• Community Outreach Programs
• Community Education Presentations
• Outreach Nature Programs
• Outreach/Tabling events (aka Community Festivals)
• SCVAS Community Festivals – Wildlife Education Day and Wingding Family Fest
• Volunteer Management
• Manage and produce bi-monthly newsletter (Avocet – 6 times a year)

Primary Objectives and Specific Responsibilities of the Job:
• Help recruit, coordinate, train and support SCVAS volunteers for outreach programs
• Maintain outreach activity scheduling calendar
• Coordinate programs with partnering organizations as needed
• Provide program support as needed
• Coordinate and execute quarterly activities for families
• Maintain Volunteer, donor and membership database
• Attend outreach events as needed
• Plan, develop, publicize and execute SCVAS festivals twice a year (at minimum)
• Other duties as assigned.

Required Knowledge, Skills, and Abilities:
• Broad knowledge and experience in: Conservation Concepts, Schedule Management, Volunteer Management
• Above average skills in: recruiting, training, organizing, and/or managing volunteers and support staff
• Excellent skills in: Group management, public speaking, event coordination, schedule management – must be highly organized
• Demonstrated ability to: work with groups of all ages, cultures, backgrounds
• Demonstrated ability to: use word processing, spreadsheet, database management, and graphic layout programs
• General knowledge of: birds, ecology, Bay Area natural areas
• Experience in: collaboration with partnering organizations, grant writing (helpful)
• Strong organization and communication skills – must be a good speaker and an excellent writer (publication references a must)

Education and Experience:
• Bachelor’s Degree or equivalent experience.
• Years of Experience: minimum of 1-2 years involved with Community Outreach or Event planning (or equivalent)

Physical Demands:
• Must be able to walk/stand for long periods
• Must be able to hike along moderately strenuous trails, often along uneven terrain
• Must be able to lift up to 40 lbs
• Must be able speak to groups, often outdoors and to large audiences
• Must be able to sit and use computers
• Must be able to kneel, bend, sit on the ground, reach up to shelves
• Must be able to walk up/down stairs
• Must be able to walk up/down stairs
• Must have valid California driver’s license

Compensation: $17.50 – 21.00/hour based on experience

Work Environment:
Encompasses both outdoor and indoor indoor activities. Position requires occasional extended periods working at a computer, hiking and walking on outdoor trails, setting up large outdoor events. Our office is located in Cupertino in a beautiful nature preserve which provides plenty of great scenery, frequent wildlife sightings, and fresh air.

This position is currently open and we will accept applications through June 15, 2016

Start date for this position is no later then June 30, 2016

For more information about this position please call Ralph Schardt at 408.252.3648.

If you would like to apply for this position, please send your resume with a one-page cover letter highlighting your relevant experiences to:

Santa Clara Valley Audubon Society
22221 McClellan Road
Cupertino, CA 95014
FAX: (408) 252-2850