



Job Description: Conservation Educator

The Conservation Educator will work in partnership with all staff to manage facilities and activities at our nonprofit nature preserve and heritage center. This part-time position requires collaboration, operations management capabilities, organizational aptitude, and excellent communications skills. The Conservation Educator has many responsibilities, including key roles interacting with the public and supporting the needs of the Operations Manager and the Executive Director to ensure smooth, well-organized operations throughout the site. The Conservation Educator reports to the Executive Director and at times may take direction from officers of the Board. This a full-time position allows some schedule flexibility and requires evening and weekend work.

Roles and Responsibilities

General Office – The Conservation Educator will be responsible for general office functions, including information technology, office supplies, greeting visitors and providing responses to inquiries, whether made by e-mail, telephone, mail or otherwise.

- Welcome walk-ins to the Visitor Center, providing basic interpretation of exhibits, and provide information necessary to enjoy the preserve or register for classes
- Input data into Rec 1 as needed
- Answer telephone, review phone messages and direct to the responsible person
- Open mail and check main info@autreymill.org e-mail, directing to the attention of the responsible person
- Maintain a supply of frequently used forms and pamphlets
- Monitor and maintain office equipment and general supplies
- Assist board and staff with fundraisers and special events, coordinate general calendar and staff needs for volunteers, office supplies
- Supervise maintenance of office equipment including printers, copiers, and phone system
- Perform Visitor Center opening and closing procedures when present
- Share in the responsibility for peer review of documents for grammar and accuracy
- Assist in the proper care and feeding of our animals, delegating to volunteers or interns when possible

Program Instructing The Conservation Educator will be responsible for the creation and instruction of programs. This work includes:

- Collaborating on seasonal calendar including scheduled programs
- Instructing AMNP programs including but not limited to: Field Trips, Homeschool Adventures, Preschool Adventures, Birthday Parties, Scout Programs, After School Programs, Hikes, Outreach Programs, and more
- Collaborating on the maintenance of program supplies inventory and ensure that supplies for programs and events are purchased or acquired within the budget guidelines
- Collaborating on curriculum for programs
- Assisting Scout Committee chair with Eagle Scout projects related to heritage exhibits, as needed

Volunteers and Interns – The Conservation Educator will supervise volunteers. He/she will ensure that the volunteers complete necessary forms, are given sufficient guidance and tools to complete the work, and sign any required paperwork.

- Coordinate with the staff on a volunteer task list that is updated frequently and posted publicly



- Work with all staff to ensure event and program staff needs are communicated to groups such as NCL, Scouts, High school clubs and other service groups
- Update the office calendar with volunteer schedules
- Coordinate volunteer groups such as NCL and YMSL, and corporate volunteer groups
- Coordinate the paperwork and direction of community service volunteers

Animal Care – The Conservation Educator will oversee proper care and feeding of our animals, delegating to the volunteers, or interns when possible.

- Monitor current animal enclosure and needs for upkeep and repair
- Design enclosures for future exhibits of both inside and outside animals
- Perform daily and weekly maintenance, cleaning, care and feed, delegating to interns or volunteers where appropriate
- Share in the responsibility of training repeat volunteers to independently execute animal care
- Incorporate animals into educational opportunities and events whenever possible
- Ensure the purchase of supplies and food when appropriate to maintain nutrition and comfortable housing of our animals
- Maintain written checklist of daily animal needs so that staff can provide continued appropriate care to animals in the case of absence
- Oversee recommendations or remediation of animal exhibits
- Solicit funds, donations, and partnerships in support of the animal exhibits

Marketing – The Conservation Educator will assist the Operations Manager with creation of marketing of AMNP programs and events through a variety of publications and social media.

- Change messages on entrance sign and maintain kiosks with up-to-date materials
- Generate, edit, publish and share digital content on social media (original text, images, videos) that engages and educates taking direction from Executive Director
- Monitor and moderate community-generated content about AMNP
- Collaborate on marketing materials including social media, print pieces and e-newsletter and web content under the guidance of staff and board
- Create marketing flyers and pamphlets and distribution and posting of such materials

Funding and Development including Grants, Partners, Community Support and Sponsors The Conservation Educator will participate in stakeholder engagement including membership drives, individual gifts, special events, corporate giving, government support, and foundation grants. This work includes:

- Researching grant opportunities and preparing grant applications
- Assisting Board to develop and execute annual fundraising plan to meet AMNP's financial goals and ensure that members, donors and sponsors receive regular communications
- Working in corporation with Board and Executive Director with funding solicitations, including campaigns, and corporate donor requests

Qualifications

- Appreciation of the natural environment and local history
- BA or equivalent experience; Degree in Business Administration, communications, non-profit management, or fields related to Autrey Mill Mission a plus
- Excellent interpersonal and customer relations skills, experience with museum or nature center visitor engagement a plus



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- Ability to collaborate with the Board, other staff and volunteers as well as work independently when needed
 - Strong communication skills, including the ability to speak and write persuasively and serve as a spokesperson for AMNP
 - Experience with social media marketing, website maintenance, QuickBooks, and Program Database management
 - A team player with strong work ethic, stamina and flexibility to deal with multitasking and unexpected situations while being highly detail-oriented
 - A sense of humor is welcome
 - Successful candidates must pass a background record check

Versions

- 8/2/2019 Drafted from Office Administrator JD Lizen Hayes. Major edits to Marketing. MTW