



Position Title: Habitat Outreach Coordinator
Department: Education /Stewardship
Site Location: Atlantic Highlands Middletown Township, NJ
Reports to: Vice President for Education
Job Classification: Fulltime – 40 hours per week

Job Description: The Habitat Outreach Coordinator's primary responsibilities are to advance and further develop a Habitat Certification program with the express goal of educating and engaging residents within the Atlantic Highlands-Middletown Township and nearby communities. The Coordinator will conduct a variety of outreach activities and site visits and will make and implement recommendations for habitat enhancement using native species to get sites certified. The Coordinator will take an active role in promoting New Jersey Audubon as a membership-based conservation organization. The successful candidate must be highly organized, willing to work independently with excellent communication and project management skills and able to manage multiple projects simultaneously. The Habitat Outreach Coordinator lives onsite at the Scudder Property.

Major Responsibilities:

- Advance, further develop and implement a habitat certification program based on the program created by National Wildlife Federation.
- Work with onsite land steward/caretaker of the New Jersey Audubon property to create a model backyard habitat to showcase best practices in habitat management.
- Network with community: neighbors, local business, schools, towns and adjacent county park.
- Attend relevant community meetings and functions.
- Schedule and host meetings and special events.
- Work with Development and Communications staff to prepare advertising/marketing materials for a variety of media – internet, newspaper, flyers, and fundraising events.
- Promote, coordinate and/or lead NJ Audubon outreach programs or local trips or promote habitat stewardship for the community.
- Encourage membership enrollment.
- Assist with the Organization's special events as needed.
- Oversee and provide botanical care and appropriate landscape maintenance.

Other:

- Assume additional responsibilities as required for the Department and the Organization.

Knowledge and Skills

- Knowledge of New Jersey's natural history, wildlife and native plants.
- Knowledge of habitat stewardship and natural landscaping, preferred.
- Excellent computer skills - Microsoft Office, ESRI, Adobe, etc.
- Excellent written and oral communication skills, and knowledge of environmental and conservation issues required.
- Excellent organizational, time and project management skills with the ability to manage multiple projects, shifting priorities and meet deadlines.
- Excellent interpersonal and leadership skills with the ability to relate to and motivate a diverse range of people, exercise cultural competence and inclusion, and accept direction and constructive feedback.
- Motivated self-starter with capacity to work productively in a team setting with the ability to demonstrate initiative and a positive attitude.
- Strong professionalism and work ethic with the ability to exercise discretion and maintain confidentiality.
- Informed and committed to the role that environmental education, conservation and research plays in our society today and its importance for the future.

Qualifications

- Minimum Bachelor's degree in natural resource related field.
- Two years of experience in successful community outreach or similar program preferably for a non-profit organization.
- Public relations and marketing experience a plus.
- Flexibility to adjust hours to meet deadlines and special needs of the department and the organization.
- Must have a valid driver's license and be able to operate a vehicle in NJ.
- Ability to walk on uneven surfaces as needed for outdoors events and lift up to 50 lbs.

Starting Date: Immediate

Salary: Commensurate with experience. Competitive salary includes house. Must live on site.

Application Deadline: This position will remain open until filled.

Apply: Qualified individuals may apply by sending cover letter, resume, and three references as a single PDF document listing job position in subject line to hr.habitatoutreach@njudubon.org

The New Jersey Audubon Society is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic background, disability or any other characteristic protected by law. We are committed to building a diverse team and strongly encourage all qualified professionals to apply.

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