



Job Title: Operations/Education (O/E) Coordinator

Job Summary: The O/E Coordinator is a 10-month position (.83 FTE) that is responsible for promoting Flathead Audubon Society's (FAS) education program/ learning kits in local schools, representing FAS in public events and performing various operational duties for a non-profit organization.

Job Qualifications:

Required:

- Bachelor's degree or equivalent experience required
- Self-starter and ability to work independently in a variety of settings
- Possess a valid driver's license and reliable transportation
- Ability to work with all age groups in the public and in schools

Essential Job Functions:

- Promote FAS's educational programs/learning kits to schools in the Flathead Valley by scheduling and facilitating in-class presentations and field trips
- Promote and implement FAS's Life Science Bird Education Sequence to 7th & 8th graders using learning kits, videos, other media and field trips
- Attend Education Committee meetings and assist with annual updating of Education Strategic Plan
- Coordinate Group Use requests for Owen Sowerwine (OS) area, enter these events in the FAS OS calendar, and maintain the FAS events calendar
- Set up and host booths at annual community events
- Coordinate and instruct education programs
- Plan/coordinate program and activities for bi-annual Birds of Prey Festival
- Write articles and conservation pieces for monthly newsletter
- Perform publicity and outreach duties including designing or distributing flyers/posters, website postings, and general correspondence
- Coordinate with local media outlets on ongoing and special events/activities
- Post content and engage members/public on social media
- Attend FAS regular monthly meetings and board meetings
- Set up and operate IT equipment with Zoom capabilities at monthly meetings
- Coordinate with committee chairs to facilitate their programs and activities
- Complete monthly activities report for FAS Board
- Perform other duties as needed such as monthly electronic newsletter distribution and assisting with Conservation Achievement Recognitions
- Ability to pursue new sources of revenue via grant writing and fundraising ideas is highly desirable