



## AUDUBON SOCIETY OF RHODE ISLAND

### JOB ANNOUNCEMENT

**Position Title:** SENIOR DIRECTOR OF ENVIRONMENTAL EDUCATION PROGRAMS

Supervisor: Executive Director  
FLSA Status: Regular, Full-time, Exempt  
Date Prepared: June 18, 2015

**Summary of Position:**

The Audubon Society of Rhode Island (ASRI) seeks a dynamic, creative and experienced individual to lead its environmental education efforts in an ambitious effort to increase environmental literacy as well as community engagement in support of its mission.

**Position Description:**

Working in close partnership with the Executive Director, department directors, and program managers at multiple sites, the incumbent provides overall direction for the Audubon Society of Rhode Island's (ASRI) environmental education program, including the Environmental Education Center, the Education Outreach Program and Public Programming. This position has direct responsibility to broaden public awareness of ASRI conservation education programs through program design, marketing and implementation, providing general oversight and coordination of environmental education and public outreach. The position also has responsibility for staff development and management, compliance with state regulations and government grants. The Director of Education Programs reports to the Executive Director and directly supervises the education staff.

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**Duties:**

1. Develop, market, and manage a broad-reaching, year-round education program. Engage a partnership with other ASRI program managers to utilize all staff resources and measurably increase community interest, involvement, and support for ASRI's mission. Coordinate development of Program Guides.
2. Working in consultation with Executive Director and other relevant staff, secure grants and donations to support school programs and camp scholarships. Assure appropriate resources and compliance methods in place to satisfy grant requirements.
3. Oversee and maintain education department annual plan and budgets. Assure proper revenue/cost ratio of programs to meet financial needs.
4. Synthesize the functions of all ASRI staff engaged in education mission. Position education staff to assure proper functioning of Environmental Education Center and Environmental Education Outreach programs. Develop staffing plan to create and maintain flexibility. Provide direct supervision to associate directors.
5. Manage events planning and coordination as needed to serve education outreach.

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### **Knowledge and Skills:**

- Bachelor's degree in Marketing, Communications, Public Relations, and/or Environmental Education or related field and a minimum of 5 years related work experience or equivalent combination.
- Ability to sell ideas to a wide variety of interest groups.
- Excellent written and oral communication skills, including public-speaking.
- Advanced knowledge of word processing, database management and spreadsheet software, with ability to construct and produce reports, data input, manipulation and analysis.
- Ability to organize time and manage diverse activities. Meet deadlines
- Strong interpersonal skills; strong oral and written skills; strong organizational skills and attention to detail.

### **Complexity/Problem Solving:**

- Ability to design, implement, and direct multiple projects, setting deadlines and ensuring program accountability.
- Ability to work in high-visibility and sometimes stressful environment.
- Ability to think strategically, interpret guidelines and analyze factual information, find creative solutions.
- Ability to communicate a compelling vision or sense of core purpose; cultivate the creative ideas of others.

### **Discretion/Latitude/Decision-Making:**

- Performs duties under general supervision and established guidelines.
- Demonstrate common sense, flexibility, and teamwork.
- Ability to make good decisions based on analysis, wisdom, experience, and judgement.

### **Working Conditions:**

- Work requires travel throughout the state; occasional work on evenings and/or weekends.
- Work environment involves only minor physical exertion and/or physical strain; infrequent exposure to job hazards where there is some possibility of injury.

Interested and qualified individuals should forward their resume to: Tony Caparelli, Audubon Society of RI, 12 Sanderson Road, Smithfield, RI, 02917 or email [tcaparelli@asri.org](mailto:tcaparelli@asri.org). Submission deadline: July 30, 2015.

### **Audubon Society of Rhode Island is an Equal Opportunity Employer**

Audubon Society of Rhode Island is an independent 501c3 organization. Our mission is the protection of birds, other wildlife and their habitats through conservation, education and advocacy. We are the state's largest private conservation land trust and are widely recognized as the premier provider of environmental education and environmental advocacy in Rhode Island