



INDIANA AUDUBON SOCIETY, INC. OUTREACH AND EDUCATION SPECIALIST JOB DESCRIPTION

SUMMARY:

The Outreach and Education Specialist is responsible for furthering Indiana Audubon's mission through public outreach and instruction throughout Indiana. The Specialist coordinates, develops, and helps deliver Audubon materials throughout the state using multiple mediums and learning styles.

The purpose and objectives of the Society shall be to engage in educational, scientific, investigative, literary, historical, philanthropic and charitable pursuits which protect and conserve our natural resources including water, air, soil, plants and wildlife, especially birds, and to stimulate in Indiana public appreciation of the values of such natural resources and the need for their conservation.

Key responsibilities include but are not restricted to: 1) Resource development and maintenance, 2) Organization and program planning, 3) Community and public relations, 4) Personnel management, 5) Organization liaison for the society, and 6) Fiscal management.

PUBLIC OUTREACH

1. Present Indiana Audubon related programming to community groups
2. Present Indiana Audubon related programming for Audubon sponsored workshops and presentations
3. Lead Indiana Audubon field trips around the state throughout the year.
4. Attend Indiana Audubon meetings, conferences, and appropriate workshops.

COMMUNITY RELATIONS

1. Coordinate and release press packets and news releases, and follow-up of any media coverage.
2. Correspond with the public via Audubon's various communication channels, such as website, social media, and printed mail.
3. Disseminate Indiana Audubon ongoing work, projects, and committee work with the membership.



CONTENT CONTRIBUTION

1. Regularly write, edit, and submit content for printed materials, social media, and eblasts on deadline.
2. Solicit ads and other income-based revenue for Indiana Audubon media.
3. Provide regular website updates.
4. Plan and manage social media marketing campaigns.

OTHER DUTIES

1. Comply with all society directives, policies, and procedures.
2. Keep Executive Director apprised of education and outreach operations, changes, and issues.

QUALIFICATIONS:

Two years related degree work or equivalent related experience with a minimum 2 years in environmental education and outreach is required. A Bachelor's degree in related work is preferred. Candidates will demonstrate strong skills in fiscal management, organization and program planning, and public relations. Demonstrated knowledge and experience in ecology and native birds to Indiana a plus. Strong communication skills (oral and written) is a must. Ability to work cooperatively with a wide variety of people, follow assignments closely, meet deadlines, and work independently of supervisor. Candidate should be proficient with Microsoft Suite, social media best practices, and basic website coding. Possession of driver's license and ability to drive all over the state to perform educational duties.

COMPENSATION:

This position is an entry level contracted, part-time position and not employed with Indiana Audubon. Contracted compensation includes reported metrics equivalent to approximately 10 hours per week. Monthly direct deposit of \$525 following report of work completed.

No additional benefits, accrued time off, or healthcare is offered with this contract. Certain approved expenses may be approved for compensation. These expenses must be included in the Indiana Audubon annual budget.

Interested candidates should email resume and cover letter to bbumgardner@indianaaudubon.org. Position open until filled.



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