



BIRD-FRIENDLY COMMUNITIES AND NATIVES NURSERY PROGRAM MANAGER

Job Posting – October 2024

Houston Audubon seeks a Bird-Friendly Communities and Natives Nursery Program Manager.

About Houston Audubon

Houston Audubon is a leading regional nonprofit and accredited land trust focused on protecting the natural environment for birds and people in the Houston Gulf Coast area. Our commitment to excellence in land conservation, environmental education, community engagement, and science is foundational to advancing the conservation of birds and their habitats and improving our community for people and other wildlife.

We own and manage more than 4,100 acres and several nature sanctuaries that serve as community assets and outdoor laboratories for quality education and recreation experiences as well as collaborative research opportunities.

Through deep collaborations, native vegetation plantings in urban spaces, field trips, classes, community events, and school programs we expand access to the outdoors; increase connections between birds, people, and place; and create opportunities for people to love and care for the natural world in ways that are meaningful for them.

Position Overview

The Bird-Friendly Communities Program Manager oversees, coordinates, and executes the Bird-friendly Communities (BFC) program including the management of the Natives Nursery and internal coordination of other Houston Audubon initiatives as they relate to BFC. The Bird-Friendly Communities Program Manager reports to the Outreach and Engagement Director while also facilitating other BFC related initiatives with other directors. This position works with all staff and area partners to advance a positive, inclusive, and supportive community that advances our conservation mission.

Annual Salary	\$50,000 - 55,000 DOQ
Hours per Week	40

Workplace	HAS Headquarters: 440 Wilchester Blvd, Houston, TX 77079
Flexible Work Hours Remote Work Options	Yes Yes- 2 days remote after first 90 days of employment
Benefits	<ul style="list-style-type: none"> • Medical Insurance: 75% of premiums for medical and dental plans • Life Insurance • 401(k) up to 3.5% match • Competitive vacation and sick leave
Position Reports To:	Outreach and Engagement Director

Essential Duties and Responsibilities:

- a. Manage all aspects of the Bird-Friendly Communities Program. Initiatives include: Bird-Friendly Community Partners, Lights Out – Houston, Plastic Pollution Reduction, Bird-Safe Design, and Cats Indoors
- b. Organizes and expands the Lights Out, Texas campaign for Houston region
- c. Collaborate with Volunteer Coordinator and Conservation Biologist on Houston Audubon Collision Monitoring Program.
 1. Interim: Manage bird specimen protocol, inventory, and storage
- d. Works with and advises regional partners and provides leadership to advocate for threat reduction, native plant use, Bird-Friendly design, and all other aspects of Bird-Friendly Community building
- e. Administers and manages the Bird-friendly Spaces program
- f. Facilitates and manages BFC team meetings
- g. Works with Communications Director to produce Bird-Friendly Communities communications materials and collateral, including: BFC webpage, copywriting, graphic design, and social media
- h. Works with Houston Parks and Recreation to maintain Houston’s Bird City and Urban Bird Treaty status
- i. Produce reports on BFC activities, including statistical information used for grants and outreach
- j. Maintains BFC GIS map
- k. Represents Houston Audubon at Bird-Friendly Communities outreach related events and presentations
- l. Serves as spokesperson during media interviews on behalf of BFC initiatives
- m. Work with Outreach and Engagement Director on annual BFC budget
- n. Manages Houston Audubon Natives Nursery
 - i. Manage all high-level operational and maintenance needs of the Natives Nursery at Edith L. Moore
 - ii. Manage Natives Nursery assistant

- iii. Maintain Nursery licenses and permits (Texas Department of Agriculture, City of Houston Backflow)
- iv. Oversee Natives Nursery Team Lead and volunteers in the collection, cleaning, drying, packaging, germination, inventory, and propagation of seeds for the nursery.
- v. Coordinates Natives Nursery weekly volunteers and works closely with Volunteer Coordinator to schedule special volunteer workdays and projects as needed in the nursery
- vi. Manage all nursery contracts and partners
- vii. Manages all sales for the nursery including online square store, invoicing, inventory, reports, and pick-ups.
- viii. Executes two major open house sales per year in spring and fall
- ix. Prepare annual assessment metrics and provides needed data for related organizational reports, grants, etc.
- x. Support BFC related planting needs by advising on projects and supplying plants when stock is available
- xi. Represents Houston Audubon at Natives Nursery outreach related events and presentations
- xii. Work with Outreach and Engagement Director on annual nursery budget

Qualifications and Experience:

- B.A./B.S. in a related field and 3+ years of experience or equivalent combination of education and experience.
- Working knowledge of Greater Houston Gulf Coast region native plants and trees, preferred
- Working knowledge of Gulf Coast birds and conservation issues, required
- GIS mapping experience
- Demonstrated experience in partnership development with community groups, for-profit partners, non-profit partners, and/or government agencies.
- Awareness and experience in conservation, environmental and/or social justice related work.
- Comfort with public speaking and excellent presentation, interpersonal, and social skills with a positive outlook.
- Strong team player who can build relationships and work collaboratively across the organization and with program partners.
- Familiarity with budget development and management.
- Experience with volunteer engagement and natural area stewardship.
- Self-starter with the ability to generate work plan.
- Experience using applications such as Microsoft Office: Word, Excel, Teams, PowerPoint, and Outlook.
- Ability to travel to and work across the greater Houston area, including familiarly with the City's geography and natural areas, and an interest in engaging with its diverse communities.
- Experience and comfort working effectively with people of varied backgrounds.
- Experience and commitment to working across differences such as race, culture, disabilities, socio-economic class and language desired.
- Occasional work after-hours and weekends.
- Fluent in written and spoken Spanish and English, preferred.

- Occasionally lift and/or move up to 10 pounds.
- Ability to work in a multi-functional setting with open and closed office spaces.

All Houston Audubon staff working directly with children are subject to a thorough background and criminal record check.

How to apply:

To apply, send cover letter and resume via email to: klobit@houstonaudubon.org

Houston Audubon is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. We are committed to fostering and nurturing an organizational culture of equity, diversity, and inclusion within our workplace and sanctuaries, and in our work in the community. We believe that the rich blend of ideas, perspectives, and viewpoints that come with diversity are essential to our long-term success. Our values and actions reflect our commitment to diversity and inclusion of all as reflected in our hiring practices, team interaction, and outreach and engagement at large.