



COMMUNITY OUTREACH PROGRAM MANAGER

Job Posting – June 2024

Houston Audubon seeks a community outreach program manager to manage our efforts to engage communities and individuals in meaningful, participatory experiences that fuel a greater understanding and love of nature and advance conservation. Engaging individuals, groups, and communities of diverse backgrounds, perspectives, and experiences is also important to this work. In partnership, we strive to nurture engagement of communities working together to make a difference.

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 Community Outreach Program Manager is a role dedicated to fostering a vibrant, inclusive birding community that reflects the full diversity of our region and that is engaged in improving our natural spaces for birds, people, and other wildlife. The position will be directly involved in efforts to engage the broader public with nature, including providing programs to serve marginalized populations and overseeing volunteer-led birding and naturalist opportunities.

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:

- Engage in community outreach. This position will be responsible for deepening organizational work in Sunnyside, Gulfton, and 3rd Ward as well as expanding community engagement efforts in additional communities as resources allow.
- Develop new partnerships and maintain existing partnerships in collaborating communities by managing relationships. Foster ongoing connections through informal meetings and gatherings to discuss ways to advance the partnerships for community-based conservation and more recreational opportunities.
- Coordinate community events such as native plantings and bird walks with existing HA activities. This position will work with the Outreach and Engagement Director in developing community plans. Programming includes:
 - Identify birding areas within communities to provide safe, accessible birding opportunities.
 - Coordinate with partners on nature-based events that engage members of the community.
 - Provide spring migration birding opportunities within the community and a field trip to one of Houston Audubon's sanctuaries for youth interested in the youth birders group.
 - Support Young Professionals Advisory Council in Bird Week planning.
- Work with Volunteer Coordinator to recruit, train, and support a cadre of volunteers to support action projects and community events.
- Track and report outreach metrics to measure progress toward engaging a diverse community of birders and nature enthusiasts and facilitating more equitable access to the benefits of nature.
- Write content for the Owl post, social media, and other outlets in coordination with the Communications Director.
- Provide English to Spanish translation for educational and marketing materials and communications.
- Coordinate with education team and engage in programming with schools, including partnering with SPARK schools, in select collaborating communities.

- Provide integrated science-based curriculum, bird identification skills training, opportunities for field study, and foster mentor opportunities and career exploration.
- Build a youth birders group in collaborating communities.
- Participate in HA committees, supporting efforts to inform the board of outreach, impact, needs, and mission alignment.

Qualifications and Experience:

- B.A./B.S. in a related field and 3+ years of experience or equivalent combination of education and experience.
- Fluent in written and spoken Spanish and English.
- Demonstrated experience in partnership development with community groups, non-profit partners, and/or government agencies.
- Working knowledge of best practices for community engagement and experience working with people in varied and diverse communities.
- 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 plans with limited support.
- Experience using applications such as Microsoft Office: Word, Excel, Teams, 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.
- Occasionally lift and/or move up to 10 pounds.
- Ability to work in a multi-functional setting with open and closed office spaces.

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.