Education Programs Manager and Staff Naturalist

Houston Audubon, founded in 1969, is a nonprofit charitable conservation organization committed to enhancing life on the Upper Texas Coast for people and birds. It is dedicated to advancing the conservation of birds and positively impacting their environments through habitat conservation, environmental education, and conservation advocacy. Houston Audubon owns and manages 17 sanctuaries in five counties totaling 4,121 acres. It delivers hundreds of nature-based program experiences to children and adults every year. Houston Audubon offers competitive compensation and benefits, including 401K plan matching for eligible employees, health, dental and disability insurance, flexible work schedules, and a mission driven team environment.

Position Title: Education Programs Manager and Staff Naturalist
Position Classification: Full-time, 40 hours per week, Tuesday through Saturday
Reports to: Education Director
Office Location: Edith L. Moore Nature Sanctuary, Houston, Texas
Pay: Commensurate with experience

Job Summary: The Education Programs Manager and Staff Naturalist is responsible for the strategy, development, coordination, delivery, and evaluation of nature-based education programs, experiences, and events for a wide variety of audiences including Scouts, youth groups, families, and adults at the Edith L. Moore Nature Sanctuary. In addition to working closely with the education and sanctuary management staff, the position will coordinate with the development and marketing teams to ensure that programs are promoted to achieve earned revenue goals as well as supported philanthropically through contributed revenue streams. He/she will also build and support a group of volunteer naturalists to assist with programming. Position may require up to 10% local travel and a varied schedule that includes evenings and weekend assignments.

Essential Duties and Responsibilities:

- Design, organize, schedule, and deliver dynamic, high quality education programs at Houston Audubon’s Edith L. Moore Nature Sanctuary (ELMNS).
- Interpret the nature sanctuary to children and adults. Lead interpretive nature walks for the public and organized groups at ELMNS and other Houston Audubon sanctuaries during spring migration season and coordinate outreach needs with sanctuary managers. Establish annual and monthly programming for onsite educational programs and work with marketing team to advertise and market programs. Track attendance and evaluate impact.
- During summer, winter break and spring break, develop, implement, and lead camp curriculum for children ages 6 to 14. Train and lead volunteers to assist with camp activities.
- Develop and maintain positive connections with community leaders, neighborhood associations, schools, libraries, businesses, and other appropriate community constituents surrounding ELMNS. Participate in community events to promote the sanctuary and Houston Audubon.
• Work with the Education Director to develop and implement education programs that advance the understanding and conservation of birds and other wildlife and their habitats and engages people of diverse backgrounds.
• Maintain public open hours at the historic cabin at ELMNS and engage visitors with mission driven messaging and opportunities for further engagement.
• Work with the Volunteer Manager to recruit, train, supervise and support a group of volunteer naturalists to assist with education programming for all ages, including leading interpretive walks and hosting open hours for historic log cabin.
• Represent Houston Audubon at public events as requested.

Required Qualifications:

• Bachelor’s degree in Environmental/Science, Education, or Natural Science fields such as Biology, Zoology.
• Minimum of 2 to 5 years of experience in the following: delivering educational presentations to audiences of all ages, aptitudes, and sizes, including large crowds.
• Field experience or job experience that includes public engagement and interpreting nature; and a desire to connect people to nature.
• Strong interpersonal skills and excellent written and verbal communication skills.
• General knowledge of birds and avian natural history.
• Ability to maintain confidentiality and work independently in a fast-paced environment, all while exercising discretion and personal judgment.
• A self-starter, who takes initiative and demonstrates dedication; a problem-solver who seeks solutions.
• Must be people oriented, have a team-focused attitude, and the ability to professionally represent Houston Audubon to the public.
• Commitment to conservation and the Audubon mission.
• Experience using Microsoft Word, Excel and PowerPoint; and comfortable using AV equipment (including PA systems).
• Strong organizational skills and work ethic.
• Ability to use social media sites to promote programs and the mission of Houston Audubon.
• Must possess a valid driver’s license and current insurance.
• Must be available for occasional evening programs.
• Ability to lift up to 50 pounds and lead moderate to strenuous trail hikes.
• Ability to acquire First Aid and CPR certification within 60 days as provided by Houston Audubon.

Preferred Qualifications:
• Knowledge of native Texas flora and fauna.
• Solid bird identification skills in the field.

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

To apply, send resume via email to: maweber@houstonaudubon.org