



ALABAMA AUDUBON

Position description

Programs Assistant

Office: remote

Supervisor: Outreach & Communications Director

Updated: 2020-09-30

About Alabama Audubon

Founded in 1946 as the Birmingham Audubon Society, Alabama Audubon has since grown to become the state's leading nonprofit promoting conservation and a greater knowledge of birds, their habitats, and the natural world. As the primary Audubon organization for most of Alabama, we provide a variety of services to the state's birds and bird lovers, including field trips, adult courses, support for researchers and educators, scientific research, habitat restoration, and coastal bird stewardship and monitoring. While we work closely with our partners at the National Audubon Society, we are an independent 501(c)(3) organization with staffed offices in Birmingham, Greensboro, and on the Gulf Coast.

About the position:

Reporting to and working closely with the Outreach & Communications Director, Alabama Audubon's PROGRAMS ASSISTANT provides critical logistical support for the organization's outreach programming and public-facing communications. Priority responsibilities include 1) supporting a wide variety of outreach programming, including seasonal Audubon Talks, adult-education courses, online offerings, and field trips; 2) serving as a point-of-contact liaison for outreach volunteers, adult-course faculty, and program participants; and 3) assisting with the creation of brand collateral and online messaging.

This is a non-exempt, benefits-ineligible, part-time position.

Core responsibilities:

The Programs Assistant is the primary staff member responsible for:

- facilitating the smooth operation of Alabama Audubon's online and in-person courses, field trips, nature walks, and seasonal Audubon Talks;
- serving as the point-of-contact liaison for outreach volunteers, course instructors, and program participants;
- facilitating participant registration and fielding participant questions;
- maintaining public-facing online outreach calendars, both on the Alabama Audubon website and on Facebook;
- organizing printed materials and handling logistical arrangements for courses, field trips, and other public events.

Other responsibilities:

In addition to these core responsibilities, the Programs Assistant will also:

- assist the Outreach & Communications Director with the design and creation of brand collateral and online messaging, as necessary;
- collect qualitative and quantitative data on program effectiveness and reach.
- support other duties as appropriate and as assigned by the Outreach & Communications Director.

Relationships

The Programs Assistant will:

- report directly to the Outreach & Communications Director;
- work with other staff members on aligned duties;
- work directly with Alabama Audubon's outreach volunteers, program participants, and general membership.

Basic qualifications

The Programs Assistant *must* possess:

- at least two years of experience working in a nonprofit, business, or governmental setting;
- a deep commitment to Alabama Audubon's core mission, and to the inclusive philosophy upon which our outreach work is based;
- demonstrated success coordinating public-facing programming;
- a highly organized work style, excellent people skills, and a demonstrated proficiency with time-management;
- the ability to work remotely, including a reliable high-speed internet connection;
- comfort using both Mac and PC operating systems, and a familiarity with all basic office equipment;
- proficiency with the Microsoft Office suite (Word, Excel, PowerPoint, Outlook), G Suite (Gmail, Calendar, Docs, Sheets), and Zoom;
- a valid driver's license and independent, reliable means of transportation;
- an ability to work in both team and partnership settings with a range of personality types.

Preferred qualifications

- graphic-design skills, including proficiency with the Adobe Creative Suite;
- experience with video and audio production.

Physical requirements:

The Programs Assistant must be able to:

- carry out a wide variety of physical tasks (e.g., lifting, reaching, bending, pushing, pulling, sitting, walking, typing, driving, standing, speaking) under a variety of conditions, both indoor and outdoor.

It is the policy of Alabama Audubon that all persons are entitled to equality of opportunity in all areas of employment regardless of race, sex, sexual orientation, disability, age, national origin, religion, veteran status, genetic information, or other legally protected status.

To apply, email a cover letter, resume, and three references (all as a single PDF) to sarah@alaudubon.org, subject line: "Programs Assistant." Application deadline is 31 October 2020.