



## ALABAMA AUDUBON

*Position description*

### **Coastal Outreach Manager**

Location: Mobile & Baldwin Counties  
Supervisor: Science & Conservation Director  
Updated: 2021-10-15

*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 in 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 also an independent 501(c)(3) organization with staff in Birmingham, in Greensboro, and on the Alabama Gulf Coast.

*About Alabama Audubon's Coastal Office*

Created to carry out restoration projects in response to the 2010 Deepwater Horizon oil spill, Alabama Audubon's Coastal Office also functions as the organization's field office and primary point of contact in Mobile and Baldwin Counties. Since April 2021, Alabama Audubon has partnered with the National Audubon Society to carry out the Alabama Trustee Implementation Group's (TIG) "Stewardship of Coastal Alabama Beach Nesting Bird Habitat" (RP3-STEWE) project, a comprehensive monitoring and recovery plan aimed at restoring beach-nesting bird populations in coastal Alabama. In addition, Coastal Office staff also work to carry out a variety of other monitoring projects and public-awareness campaigns within their service area.

*About the position:*

Alabama Audubon's COASTAL OUTREACH MANAGER will serve as the organization's public face in Mobile and Baldwin Counties, with a particular emphasis on RP3-STEWE activities. As a key member of our coastal team, the Coastal Outreach Manager will work in close consultation with Birmingham and Coastal staff to: 1) develop and implement outreach programs aimed at helping coastal communities learn about, steward, and care for sensitive bird populations; 2) recruit, retain, and engage both conservation and outreach volunteers in Mobile and Baldwin Counties; 3) develop and maintain key partnerships with coastal stakeholders; 4) ensure that Alabama Audubon maintains a vigorous and effective public presence in our state's coastal communities.

*This is a non-exempt, salaried, twelve-month position funded in part through a contract with the National Audubon Society. (The Stewardship of Coastal Alabama Beach Nesting Bird Habitat project is supported by the National Audubon Society through funding from the Alabama Department of Conservation and Natural Resources.) Continuation of this position past April 2024 is contingent on new funding. In response to federal Covid-19 vaccine mandates, upon hiring for this position, employee may be required to confirm vaccination status, absent an exemption basis allowed for by law.*

### **Core responsibilities:**

The Coastal Outreach Manager will be the primary staff member responsible for:

- developing and implementing year-round outreach programs in support of Alabama Audubon's mission on the Gulf Coast;
- recruiting, retaining, and managing program volunteers in Mobile and Baldwin Counties;
- developing and maintaining key partnerships with coastal stakeholders, including but not limited to government agencies, businesses, and other nonprofit organizations;
- working with the Outreach & Communications Director to communicate information about our coastal conservation work to the general public and to specific stakeholders;
- coordinating and conducting beach-nesting bird stewardship training events (both online and in person)
- serving as the public face for Alabama Audubon programs in Mobile and Baldwin Counties.

### **Other responsibilities:**

In addition to these core responsibilities, the Coastal Outreach Manager will also:

- conduct in-person beach stewardship and assist Coastal Biologists as necessary;
- work with the Outreach & Communications Director to create and distribute web- and print-based communications;
- develop and deliver effective public presentations aimed at engaging the coastal public in bird conservation and awareness;
- work with other staff and volunteers to table at regional events;
- promote statewide Alabama Audubon programs (e.g., Alabama SwiftWatch, Protect Our Birds distinctive license plate) to coastal audiences;
- assist with Alabama Audubon coastal events, including but not limited to Coastal Bird Banding at Fort Morgan;
- assist the Field Trips Committee with developing and promoting coastal birding opportunities;
- carry out day-to-day logistical tasks in Alabama Audubon's Coastal Office;
- use membership and donor databases for volunteer recruitment and management;
- keep detailed and accurate records and assist with the preparation of official reports on our coastal activities;
- work with the Science & Conservation Director to meet with decision makers and land managers to discuss the needs of, and the threats facing, beach-nesting birds;
- carry out other duties as appropriate and as assigned by the Science & Conservation Director

### **Relationships:**

#### ***Internal:***

The Coastal Outreach Manager will:

- report directly to the Science & Conservation Director;
- work with the Administrative Coordinator, Outreach & Communication Director, Development Director, Coastal Biologists, and other staff members on aligned duties;
- work directly with Alabama Audubon members and volunteers, and with non-member participants in Alabama Audubon programs;
- attend and present at Alabama Audubon board meetings, committee meetings, and membership programs, as necessary.

#### ***External:***

The Coastal Outreach Manager will also interact regularly with:

- representatives of local, state, federal, and tribal governments;

- local, national, and international conservation partners;
- community partners, including both private- and public-sector entities;
- area faith-based organizations and communities;
- local and national media outlets;
- donors and funders;
- the public at large.

### **Basic qualifications**

The Coastal Outreach Manager *must* possess:

- a deep commitment to Alabama Audubon’s core mission, and to the inclusive philosophy upon which our work is based (alaudubon.org/about);
- *exceptional* people skills, including an enthusiastic desire to work with socio-economically, racially, and geographically diverse communities;
- experience with, or a strong willingness to learn more about, the birds of the Alabama Gulf Coast;
- at least two years of experience working in a nonprofit, business, or governmental setting;
- comfort using macOS, as well as proficiency with the Microsoft Office suite (Word, Excel, PowerPoint, Outlook);
- excellent time-management skills, including the ability to work evenings and weekends as necessary;
- a positive, team-oriented attitude and a comfort working with a range of personality types;
- a willingness to travel, including on occasional overnight trips;
- a willingness to submit to a background screening, as well as satisfactory screening results;
- a valid driver’s license and independent, reliable means of transportation.

*Preferred* qualifications include:

- two years of experience in program development, marketing, and/or public relations.

### **Physical requirements:**

The Coastal Outreach Manager 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;
- tolerate a variety of challenging field conditions, including difficult weather (hot, cold, wet, inclement), remote and inaccessible locations, and inhospitable vegetation.

*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.*

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*To apply, email a cover letter, resume, and three references (all in PDF format) to: [lianne@alaudubon.org](mailto:lianne@alaudubon.org), subject line: Coastal Outreach Manager Search. Applications reviewed on a rolling basis.*