



Audubon Society of Rhode Island

JOB DESCRIPTION

Job Title: Education Specialist

Location: Nature Center & Aquarium and outreach around the state

Job Type: Full-Time, Exempt

Reports To: Senior Director of Education

Salary: \$45,000 - \$50,000 with benefits

Summary of Position:

Our Mission: The mission of Audubon is to protect birds, other wildlife, and their habitats through conservation, education, and advocacy for the benefit of people and all other life.

The Education Specialist is responsible for effectively presenting Audubon environmental education programs to a broad spectrum of audiences in a wide variety of settings – classrooms, wildlife refuges, afterschool, libraries, parks, etc. The position is responsible for developing new and maintaining existing programs and program materials. The Education Specialist will be integral in coordinating Audubon's inclusive nature-based programs and afterschool programs. This position also assists with summer camp. The Senior Director of Education supervises the Education Specialist.

As a member of the Audubon staff, the person holding this position is an ambassador for the Society, fostering a commitment to Audubon's mission, values, and culture of philanthropy.

Duties:

1. Present and teach engaging, hands-on programs on topics in natural history and environmental science in a wide variety of settings.
2. Coordinate Audubon afterschool programs which includes communicating with afterschool providers and other Audubon educators, developing a schedule of programs for each season, invoicing providers and tracking payments, and maintaining teaching materials.
3. Assist the Summer Camp Director with facilitating Audubon summer camp, including preparing outlines, organizing materials, training summer camp staff, overseeing the safety of campers, and filling in when camp instructors are absent.
4. Develop curriculum for classroom, field explorations, afterschool, and summer camps in collaboration with other Audubon educators.

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5. Handle and help care for education animals in accordance with established Audubon protocols.
6. Assist with the training of Audubon staff in new and current educational programs.
7. Maintain and inventory current props, specimens, and resource materials; research and purchase new materials in cooperation with the education team.
8. Assist with overall Audubon Society of Rhode Island events and programs.
9. Serve as a representative of, and as a liaison for Audubon within the education community.
10. Remain informed about current natural history, environmental issues, and education pedagogy.
11. Keep up to date on current educational theories and practices pertaining to environmental and science education.
12. Miscellaneous other duties as may be assigned by the Senior Director of Education.

Knowledge/Skills:

- Bachelor's degree in natural sciences, education or special education and a minimum of 2 years related work experience in a classroom or informal education setting or equivalent combination.
- Experience working with children, youth and adults from a wide variety of backgrounds and life experiences.
- Experience working with people with disabilities a plus.
- Previous experience in a camp setting a plus.
- In depth knowledge of one or more topics in natural history and/or environmental science, such as water quality, marine ecology, botany or entomology, etc. preferred.
- Experience working with animals such as raptors, reptiles, and invertebrates.
- Excellent communication and public speaking skills.
- Bilingual/Multilingual, Spanish preferred, a plus.
- Must be self-motivated and able to work on projects independently.
- Strong computer skills, internet navigation and MS office
- Proven organizational and administrative skills, ability to use office equipment, and strong attention to detail.
- Must be responsible, dependable, and work well with others.

Complexity/Problem Solving:

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- Ability to coordinate multiple complex projects, set realistic deadlines and manage a strict timeline.
- Ability to adapt and modify processes in response to changing conditions.
- Willingness to listen to multiple perspectives when planning and problem-solving.
- Ability to approach complex projects with a positive “can-do” attitude.

Discretion/Latitude/Decision Making:

- Duties are performed under general supervision and established guidelines.
- Must maintain decorum and judgment as legally required to work with children.
- Demonstrates common sense, flexibility, and teamwork.
- Purchase products and supplies as outlined in budget and in consultation with supervisor.
- Work within the scope of the program’s strategic goals.
- Act as a resource to others to resolve challenges.
- Refer difficult questions or unusual challenges to supervisor.

Working Conditions/Physical Effort:

- Ability to teach for extended periods of time, such as multiple outreach programs on a given day or all-day summer camp sessions.
- Ability and willingness to work outdoors for extended periods in a variety of weather conditions
- Ability to lift at least 35 pounds
- Ability and willingness to work with animals.
- Requires travel throughout the state and nearby Massachusetts and work on occasional evenings or weekends.

To Apply

Audubon is committed to representing Rhode Island’s diversity in our staff, volunteers, boards, and membership and creating a positive, inclusive workplace culture where all can thrive. We encourage anyone who is interested in this role to apply, regardless of whether you think you meet all the qualifications. The top candidates will have their own unique perspectives, experiences, and backgrounds.

The position offers comprehensive healthcare, paid leave, 401(K) retirement plan, professional growth opportunities, and a supportive community that values your contributions.

Please send one pdf attachment including 1) Cover letter expressing why you are a candidate for this position with your commitment to protecting nature and how this

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position aligns with your professional career goals. 2) Resume: to careers@asri.org with the subject line "Education Specialist."

As an equal opportunity employer, all applicants are considered regardless of race, color, religion, gender, age, national origin, military status, veteran status, physical or mental disability, sexual orientation, gender identity, genetic information or any other characteristic protected by law.

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