

JOB DESCRIPTION

Position Title: **Wildlife Refuge Manager**

Supervisor: Director of Properties

FLSA Status: Full time – Exempt

Date Prepared: March 10, 2026

Salary: \$25-\$30/hr

Summary of Position:

The Wildlife Refuge Manager – is an experienced, passionate, and inspirational leader who directs Audubon Society of Rhode Island’s programs and land stewardship on public properties, including Caratunk and other wildlife refuges. The Wildlife Refuge Manager encourages innovation and creativity and inspires donors and volunteers to work together to achieve the goals of engaging new audiences, addressing the effects of climate change, and protecting and stewarding natural habitats. The Wildlife Refuge Manager brings Audubon’s mission to life, engaging all people in the appreciation, education, and protection of wildlife habitat. The Manager manages the properties to ensure inclusivity and that all are welcoming and free of obstacles, trash, encroachment, and other issues that would prevent people from having access to and connecting with the natural world.

Duties:

- Primarily responsible for the Caratunk and other wildlife refuges;
- Oversee the wildlife refuge trail system and ensure public wildlife refuges are free of obstacles, trash, encroachment, and other issues that would prevent more people from having access to the refuge on a weekly or on-demand notice from the Director of Properties;
- Oversee the maintenance of buildings and structures at responsible refuges, secure all required permits as needed, secure contractors for plowing, cleaning and other essential services to maintain the buildings and grounds;
- Supervise the Caratunk House Caretaker, ensuring the minimum weekly volunteer hour commitment is fulfilled and reported to the Director of Properties;
- Participates with the Science and Advocacy project teams on wildlife surveys, inventories, data collection, and other issues involved with the Society’s land holdings;
- Participates with the Education and Outreach projects team on refuge education programming and refuge-related education issues and provides a number of natural history programs, including birthday parties, and community-based programs for members and the general public at the various wildlife refuges to meet budgetary projections;
- Provide environmental educational programs for a variety of age groups on a variety of natural history topics.
- Responsible for the security and proper use of the refuge by visitors;
- Locate, post, and maintain property lines;
- Report all encroachment issues immediately to the Senior Director of Conservation;
- Recruit and supervise volunteers through projects and programs to reach the objectives

Connecting People With Nature

- of this position;
- Provide GIS administration and support for property acquisition, LTA practices, and other GIS uses by staff;
 - Provide regular (minimum weekly) posts, photos, and content relative to job functions to the Communications team for social media and other media channel distribution;
 - Participate in conservation day as determined by the Director of Properties;
 - Advise the Director of Properties on a weekly or more frequent basis when needed on workplace updates, successes, and issues of concern;
 - Advise the Director of Properties of relevant income and expense projections for entry in the organization's annual budget;
 - Maintain and provide documentation of all expenses related to the position;
 - With the Director of Properties, review monthly/yearly revenue and expense budgets;
 - Participate in the major Audubon programs, including but not limited to Raptor Weekend as directed by the Director of Properties.
 - Miscellaneous other duties and responsibilities.

Qualifications:

- Degree in Wildlife Biology, Forest Science, or related field;
- Experience in stewardship and monitoring of protected properties, including GIS services;
- Knowledge of use and maintenance of power tools and equipment, including chainsaws;
- Familiarity with native flora and fauna;
- Demonstrated environmental education experience;
- A flexible schedule with the ability to work weekend and evening hours is required;
- Ability to relate to and seek input from a diverse range of people and exercise cultural competence and inclusion with the ability to promote, embrace, and respect ethnic, cultural, and linguistic diversity and to accommodate physical and intellectual disabilities.

Complexity/Problem Solving:

- Design, implement, and direct multiple projects, setting deadlines and ensuring program accountability.
- Ability to communicate core mission and advocacy of the Audubon Society of Rhode Island.
- Performs duties under general supervision and established guidelines.
- Demonstrate confidentiality, common sense, flexibility, and teamwork.
- Ability to make good decisions based on analysis, experience, and judgment.
- The manager will be located at the office at the Caratunk Wildlife Refuge Barn in Seekonk, MA
- Work requires travel throughout the state; occasional work on evenings and/or weekends.
- Work environment involves physical exertion and working outside in all types of weather.

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 position aligns with your professional career goals. 2) Three references. 3) Your current resume: to careers@asri.org with the subject line "Wildlife Refuge Manager."