



Audubon Society of Rhode Island

ASSOCIATE DIRECTOR OF EDUCATION

Job Title: Associate Director of Education

Location: Various locations in RI

Job Type: Full-Time, Exempt

Reports To: Senior Director of Education

Salary: \$54,000 to \$66,000 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.

Climate change has emerged as a principal priority of Audubon. Our partnership-based approach to policy, advocacy, education, research, and conservation has been critical to our success. The Associate Director of Education is responsible for leading the effort to grow Audubon's educational impact in core cities of Rhode Island through long-term collaborations with schools, community centers, libraries, parks and other non-profit organizations. This position will build positive relationships with school administrators, teachers, community leaders, librarians and others as part of this effort. This position will recruit and train interns and per-diem educators with diverse backgrounds to teach in these communities, alongside other Audubon staff. The position will assist with grant research and writing to fund programs in these communities. The Senior Director of Education supervises the Associate Director of Education.

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. Develop strong relationships with schools, libraries, community organizations, parks and other non-profits in the core cities of Providence, Pawtucket, Central Falls and Woonsocket in order for Audubon to better serve these communities.
2. Develop a high-quality model for recruiting, training and supporting interns and per-diem educators who reflect the backgrounds of the children and adults living in these cities.
3. In collaboration with Audubon educators, develop or modify curriculum as needed for students attending schools in these communities, and help Audubon grow its educational impact on these students.
4. Work with the Senior Director of Education and the Senior Director of Development to research, write, and manage grants to support Audubon's work in these communities.

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5. In collaboration with Audubon educators, facilitate programs on a variety of natural history and environmental topics, including climate change.
6. In collaboration with other Audubon educators, design and lead professional development workshops for teachers when opportunities arise.
7. Evaluate Audubon's education programs and community outreach to potential audiences through an equity lens, and advocate for accessibility for all students and learners;
8. Assist the Senior Director of Education with the administration of the Education Department.
9. Assist with overall Audubon Society of Rhode Island events and programs;
10. Serve as a representative of, and a liaison for, the Society within the education community;
11. Remain informed about current natural history and environmental issues;
12. Keep up to date on current educational theories and practices pertaining to environmental and science education;
13. Miscellaneous other duties as may be assigned by the Senior Director of Education.

Knowledge/Skills:

- Bachelor's degree in natural sciences or education and a minimum of 5 years related work experience or equivalent combination.
- Demonstrated ability to lead and inspire a team.
- Proven grant writing and grant management experience.
- Experience working with children, youth and adults from a wide variety of backgrounds and life experiences.
- Experience teaching in city environments, such as schoolyards and parks a plus.
- Experience working with permanently disabled animals such as raptors, reptiles, and invertebrates.
- Excellent communication skills.
- 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.

Communications/Interpersonal Contacts:

- Strong written and verbal communication skills, and the ability to effectively communicate to diverse audiences, including students, parents, board of directors, donors, volunteers, education partners, the public and other staff.
- Consistently demonstrates professional, positive, and approachable attitude/demeanor and discretion.
- Demonstrates sensitivity in handling confidential information.

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Complexity/Problem Solving:

- 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 work remotely with a computer provided by Audubon.
- Work environment requires ability and willingness to work outdoors; may involve infrequent exposure to disagreeable elements. Some physical exertion and/or strain;
- 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 “Associate Education Director.”

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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