

Job Title: Outreach & Partnership Coordinator

Organization: Western Great Lakes Bird and Bat Observatory (“WGLBBO”)

Location: Port Washington, Wisconsin

To Apply: Send cover letter, resume, and three professional references to info@wglbbo.org.

Job Description: The primary responsibilities of the Outreach and Partnership Coordinator are to organize, implement, and expand the Observatory’s Neighborhood Habitat Improvement Project (NHIP). This program is a collaborative partnership-based educational and scientific program that helps communities and individuals make good local decisions to benefit birds, water, and pollinators. NHIP has been piloted in the Port Washington, Wisconsin area and is in the process of expanding to communities along the Lake Michigan coast of Wisconsin. The coordinator would lead all components of this project, including organizing partner meetings and workshops, conducting community outreach, teaching programs on native plants, bird hazards, and related topics, organizing plant sales, updating website information, developing outreach materials, reporting on activities, and related tasks. Depending on qualifications and interests, the Coordinator may lead a research program on improving the understanding of how landscaping decisions affect birds. As a member of a small team, the Coordinator is expected to contribute to other programs and organizational tasks at the discretion of the Director. The Coordinator will report directly to the Director of the Observatory.

About WGLBBO: The Western Great Lakes Bird and Bat Observatory’s mission is to advance the conservation of birds and bats in Wisconsin and throughout the Western Great Lakes Region through coordinated research, monitoring, and education. The Observatory’s programs are in service of a vision of a day when knowledge of birds is widespread, decisions affecting them are based on good science, and citizens care about conservation and participate in it so that common species are kept common and imperiled populations are restored.

Job Duties (to include, but not limited to):

- Serve as Coordinator of the Neighborhood Habitat Improvement Project- Develops, manages, and promotes all components of NHIP in collaboration with Observatory staff and the Outreach/Events Committee.
- Conducts behavioral change/environmental education programs promoting bird-friendly actions in communities along the Lake Michigan Coast and surrounding areas.
- Produces and promotes tools to promote bird-friendly actions.
- Develops and sustains partnerships with communities, businesses, non-profit organizations, government entities, etc.
- Cultivates, coordinates, and stewards community science volunteers and ensures timely data submission.
- Manages communication and outreach to partner groups and individual participants.
- Facilitates partner meetings.
- Writes outreach materials and website content related to NHIP.
- Provides regular program updates to the Director as needed.
- In coordination with Director and other staff, acquires grants and other funding to support NHIP.
- Maintains clear communication with other staff.
- Utilizes project management software to coordinate with staff and partners.
- Looks for new opportunities for program improvement and innovation.

- Undertakes other duties as assigned by the Director.

Required Qualifications:

- Bachelor's degree in a biological or environmental field and two years of outreach/educational experience OR five years of related experience. Master's degree is a plus and can be used in lieu of experience.
- Knowledge/interest in native plants and birds.
- Experience with project management.
- Documented ability to communicate with diverse audiences.
- Experience organizing and working with volunteers.
- Outreach experience in formal or informal settings.
- Strong time management and organization skills.
- Excellent writing abilities, preferably in an educational context.
- Self-motivated and ability to work effectively both independently and with a team.
- Detail-oriented.
- A valid Driver's License and proof of auto insurance.
- Ability to lift 25 lbs. and walk over uneven terrain for up to three miles.

Preferred Qualifications:

- Knowledge of "7 Simple Actions" (<https://www.birds.cornell.edu/home/seven-simple-actions-to-help-birds/>) and the science supporting them.
- Experience with behavior change campaigns.
- A history of successful event coordination/organization.
- Experience with basic website maintenance.
- Demonstrated success in obtaining funding to support conservation or outreach programs.
- Experience with technical science communication or scientific research.

Compensation and Work Culture:

- Salary starting at \$44,000.
- Full-time, working 40 hours per week.
- 15 paid days off, 10 paid holidays.
- We foster a respectful, collaborative, and fun work environment.
- We promote and sponsor professional workshops and trainings.
- We are an organizational culture that seeks, integrates, and nurtures self-direction, collaboration, diversity, equity and inclusion with all employees.
- We encourage life-long learning and support ongoing professional development.
- We believe in staff having a healthy work-life balance, including caring for themselves and others at work and at home. The Observatory is committed to ensuring workload is in alignment with the actual hours worked and respecting the space needed to take personal time to care for staff well-being.

Western Great Lakes Bird and Bat Observatory is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin and any other protected status.

