



## NOW HIRING Activist Program Coordinator

**Application Deadline: February 15, 2024**

**Job Title:** Activist Program Coordinator

**Department:** Conservation

**Reports to:** Assistant Director of Urban Conservation and Director of Conservation

**Classification:** Exempt (Salaried) 1.0 FTE

**Salary:** \$55,000-\$60,000 per year + full benefits

**Benefits Include:**

- Medical insurance: 100% payment of premiums for medical and dental insurance, for employees only
- Competitive leave benefits which include two (2) weeks paid vacation during a staff member's first year of employment, accrual of eight (8) hours paid sick time per month, eight (8) recognized paid holidays as well as 40 hours of flexible holiday time per year, and family leave.
- 401(k) 3% match plus annual fixed amount contribution
- Ability to attend free or subsidized courses at Portland Audubon
- Substantial discount at our Nature Store, including optics
- Opportunity to work in one of the most beautiful forests in Oregon

### About Portland Audubon

Portland Audubon has been a leading voice in conservation for over a century. Through conservation advocacy, environmental education, and wildlife rehabilitation, we promote the understanding, enjoyment, and protection of native birds, other wildlife, and their habitats. We are located in a 172-acre wildlife sanctuary adjacent to Forest Park, just minutes from downtown Portland. Although our main campus is located in Portland, our work extends throughout the state of Oregon; from our additional location in the city of Sandy, used primarily for youth education camps, to the Oregon Coast Ten Mile Creek Sanctuary and our work in the Malheur Refuge and Klamath Basin in Eastern Oregon.

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way, an ecosystem needs many types of plants and wildlife; an organization thrives when it includes diverse people and their perspectives. We recognize that widespread inequities create gaps between our present reality and our aspirations. Over the last few years, coinciding with a time of racial reckoning, the birding community has been rethinking its relationship with the John James Audubon name. In January 2023, our Board voted to move away from the name Audubon and to identify a name that reflects our commitment to building community statewide. In order to best achieve our mission as an organization committed to racial equity and the environment, we cannot continue to

*(continued on the next page)*

## About Portland Audubon cont.

condone bearing a name that celebrates a slaveholder who embraced white supremacist systems. Our new name will be announced in early 2024. We are committed to building a diverse and inclusive environment, reflecting the diversity of our community in our board, staff, volunteers, and members, ensuring our internal culture, business practices, and programs are welcoming, and advancing our diversity goals.

Just as birds connect landscapes across an ecosystem, we understand to be effective our work must include a rich context of cultural communities, neighborhoods, and networks across our region. We seek to build connectivity, common purpose, and collective impact through collaboration. We value the profound legacy of stewardship that people who are Black, Indigenous, and People of Color have brought to this work for generations, and we see partnership and mutual aid as essential to everything we do. We're grateful to spend our days exploring, laughing, and looking up in wonder, and we believe joy is a powerful driver of change, both personal and collective. Together, we hope to foster a lasting, resonant sense of place in the outdoors and invite everyone to take action for conservation in their own community and throughout the Pacific Northwest.

## Position Summary

The Activist Program Coordinator is an integral part of Audubon's conservation department and provides a critical link between our organization's conservation and education priorities. The primary responsibility of this position is to expand, educate, engage, activate, and support Portland Audubon's activist network. The Activist Program Coordinator serves as a liaison to other community groups to build support for conservation priorities, integrate Portland Audubon's priorities with other community goals and objectives, and achieve Portland Audubon's diversity, equity and inclusion objectives. The Activist Program Coordinator will work with the Director of Conservation, and with input from community partners, to develop and deliver a training program to provide new and existing volunteers with the knowledge and skills to be effective advocates.

This position will also develop and support campaigns in close coordination with other conservation department staff to advance Portland Audubon's conservation priorities. Other significant responsibilities include maintaining activist databases, providing administrative support related to the activist program, supporting environmental policy and advocacy work, facilitating coordination across the organization, supporting the Oregon Audubon Council, coalition building, and community outreach.

## Essential Duties and Responsibilities

- **Expand, Educate, Engage, Activate, and Support Portland Audubon's Activist Network:** Responsibilities include management of activist databases, fostering relationships with our activist base by maintaining ongoing communication with activists, organizing activist trainings and events, and actively recruiting new activists.
- **Develop Activist Training Program:** In collaboration with the Director of Conservation and members of Portland Audubon's education department, develop a comprehensive training program to provide new and existing activists with necessary knowledge and skills to be more effective advocates. Deliver training at regular intervals both in person and online.
- **Policy Advocacy:** With support from Conservation Department team members, develop thorough understanding of Portland Audubon's policy positions, key decision makers and processes. Coordinate with conservation department team members to identify opportunities for activist engagement. Duties include preparation of action alerts and talking points, organizing testimony, and other forms of advocacy.
- **Campaign Development:** In collaboration with other conservation program team members, develop and support strategic campaigns to achieve conservation objectives.

(continued on the next page)

## Essential Duties and Responsibilities cont.

- **Oregon Audubon Council:** Provide support to the network of Audubon chapters throughout Oregon, including coordination of two annual planning meetings, and identify opportunities to engage and activate the chapters in support of conservation priorities.
- **Coalition Building and Coordination:** Build and maintain relationships with other organizations and coalitions to identify opportunities for activist engagement.
- **Linking Conservation and Education:** Identify and pursue opportunities to collaborate with the education department, including development of the training curriculum, and engagement of adult and youth education program participants.
- **Integration with other Audubon Departments and Events:** Identify, connect, and coordinate collaborative efforts within the conservation department and across the broader organization.
- **Community Outreach:** Represent Portland Audubon at a variety of internal and external community events to promote conservation objectives and expand the activist network.
- **Administrative Duties:** Coordinate meetings, prepare documents, maintain databases, and conduct research.
- **Diversity, Equity and Inclusion:** Apply DEI lens to internal and external program activities and develop specific strategies for engaging historically underserved and under-represented communities.
- **Project/Program Support:** Other duties as assigned to support Portland Audubon's conservation priorities.

## Preferred Qualifications and Experience

Studies have shown that women and people of color often don't apply for positions where they don't meet all of the preferred skills and experience. We recognize that there are many different paths, experiences, and less traditional backgrounds that add value to one's work and encourage applicants to apply even if they do not have all of the preferred skills.

- A Bachelor's degree in any discipline relevant to the position, or an equivalent combination of education and experience from which comparable knowledge has been acquired.
- A background in a natural resources field, or working on conservation issues on urban, rural and wild landscapes is desirable, but not required.
- Minimum of two years experience working in a volunteer-management, community outreach, education, or advocacy role.
- Excellent written and verbal communication skills.
- Experience recruiting, managing, and organizing volunteers and activists.
- Experience with community-based organizing.
- Experience in supporting, developing and implementing advocacy campaigns.
- Experience engaging underserved and diverse communities.
- Computer skills including proficiency with Word, Excel, Google Suite, online advocacy platforms, and ability to develop and maintain databases.
- A great sense of humor and commitment to Portland Audubon's conservation mission.

# Activist Program Coordinator



## Working Conditions

- Hybrid working environment with the opportunity to work at offices at our wildlife sanctuary and from a home office (laptop will be provided).
- Frequent travel within the Portland Metro Area and occasional travel to the state capitol and our other locations in Oregon (travel for work will be reimbursed at the standard federal mileage reimbursement rate).
- This position requires reliable transportation to attend meetings and events, on and off-site
- Ability to work a flexible schedule including evenings and weekends.

## Application

Portland Audubon does not discriminate on the basis of race, creed, sex, sexual orientation, age, religion, marital status, national origin, political affiliation or mental or physical handicap. Candidates of color are strongly encouraged to apply. All Portland Audubon employees are expected to serve diverse audiences and help advance our diversity strategies. More background on our diversity efforts can be found at [audubonportland.org/about](http://audubonportland.org/about).

## How to Apply

### ONLINE SUBMISSIONS PREFERRED:

**APPLY ONLINE** at [bit.ly/Portland-Audubon-Application](https://bit.ly/Portland-Audubon-Application)

If online submission isn't possible, please submit via US Postal Service:

Please send your resume, cover letter and the [application](#) found on our website to:

Human Resources  
Portland Audubon  
REF: **Activist Program Coordinator**  
5151 NW Cornell Road  
Portland, OR 97210

**APPLICATION DEADLINE:** On or before  
midnight on **February 15, 2024** or until filled.



Sandhill Cranes, photo by Tara Lemezis

## Diversity Statement

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. Audubon is committed to:

- Reflecting the diversity of the community in our board, staff, volunteers, and members.
- Ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals.
- Empowering people to make positive changes in their community and environment.

A core priority moving forward is to infuse equity, inclusion, and diversity (EID) into all of the goals and work of the organization. This position will play an important role in achieving the organization's EID goals through engagement with staff, board members, donors, volunteers and the public. We recognize that in order to serve diverse communities we must also have diversity represented in our staff.

More information can be found at [audubonportland.org](https://audubonportland.org).