



Spotted Towhee, photo by Mick Thompson

NOW HIRING Sanctuaries Manager

Application Deadline: March 22, 2024

Job Title: Sanctuaries Manager

Department: Operations

Reports to: Assistant Director Facilities & Sanctuaries

Supervises: Contractors, Volunteers, Facilities and Sanctuaries Technician

Classification: Full-time, Non-Exempt

Salary range: \$28.85 to \$31.25 per hour DOE (approx. \$60,000-\$65,000 annually)+ Full Benefits Package

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 Bird Alliance of Oregon
- Substantial discount at our Nature Store, including optics
- Opportunity to work in one of the most beautiful forests in Oregon

About Bird Alliance of Oregon

Bird Alliance of Oregon 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 next to Forest Park, just minutes from downtown Portland.

Bird Alliance of Oregon 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. 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 advance our diversity goals.

Sanctuaries Manager



Position Summary

The Sanctuaries Manager is an exciting opportunity for someone who is looking for a role that is directly involved in the creation of a positive and safe environment for all of Bird Alliance of Oregon's staff, volunteers, program participants, and general public helping pave the way for the organization to continue its focus and commitment to its mission: to inspire all people to love and protect nature.

The Sanctuaries Manager balances conservation, education, research, habitat improvement and recreation, while managing Bird Alliance of Oregon's sanctuaries and natural areas. This includes land in Multnomah, Clackamas, and Lane Counties totaling approximately 479 acres, and roughly 5 miles of hiking trails. The Sanctuaries Manager is a member of the Operations team, and reports to the Assistant Director of Facilities & Sanctuaries. This is a full-time position. Must be able to work after-hours, nights, and weekends, and respond to emergencies as necessary. The duties of the Sanctuaries Manager include, but are not limited to the following:

Essential Duties & Responsibilities

- Develop and implement sanctuary plans for the Bird Alliance of Oregon sanctuaries, in collaboration with the Conservation and Education teams and outside partners.
- Manage existing hiking trails and implement new trail system designs
- Manage restoration and invasive species removal projects per sanctuary plans
- Collaborate with partner organizations like Trailkeepers of Oregon on trail projects
- Supports the Assistant Director of Facilities & Sanctuaries with sanctuary-oriented capital projects, when relevant
- Monitors and maintains the internal work-order system, responding to sanctuaries related requests in a timely manner
- Collaborate with the Development Dept. on grant proposals
- Supervises the Facilities and Sanctuaries Technician for sanctuary related projects
- Develops and manages monthly, seasonal, and annual volunteer projects and weekly volunteer events like the Wednesday Work Crew
- Collaborates with the Assistant Director of Facilities & Sanctuaries and the Education Department on a workforce development program centered around restoration work in the Bird Alliance of Oregon's sanctuaries
- Performs inspections, maintenance and basic repairs on built structures, such as: boardwalks, bridges, gabions, and shelters.
- Respond to weather-related emergencies and security related incidents
- Address sanctuary-related inquiries and complaints as necessary
- Apply equity lens to work and be accountable for ensuring equitable practices
- Actively participate in the organization's Safety Committee as needed

Preferred Skills & Experience

- Bachelor's degree in environmental studies, land use planning, natural resource management, ecology/biology, forestry, related field, or substantial experience in a related field
- Minimum 4+ years relevant experience
- Working knowledge of plant phenology, especially native and invasive species to the Pacific Northwest
- Experience working with volunteers, interns, and/or community groups in restoration activities
- Experience building or maintaining Class 2-3 hiking trails
- Experience using GIS systems and GIS mapping
- First Aid/CPR training or ability to acquire certification
- A-Sawyer (chainsaw) or greater certification or ability to acquire certification
- Must have a valid Class C driver's license to operate company vehicle(s) as needed
- Experience with Google Suite a plus
- Excellent organizational skills
- Excellent verbal and written communication skills

Work Environment and Requirements

- Bending at waist, sitting, kneeling, walking, crouching as job may require
- Ability to lift up to 75 pounds
- Ability to work year round in adverse weather conditions

Application

Bird Alliance of Oregon 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. Bird Alliance of Oregon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advancing its diversity goals; and empowering people to make positive changes in their community and environment. All Bird Alliance of Oregon employees are expected to serve diverse audiences and help advance our diversity strategies. More information can be found at birdallianceoregon.org/about.

How to Apply

APPLY ONLINE at bit.ly/BirdAllianceOregon_Application

To submit via US Postal Service (if online isn't possible):

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

Human Resources
Bird Alliance of Oregon
REF: Sanctuaries Manager
5151 NW Cornell Road
Portland, OR 97210

Application Deadline: This position will be open until filled, but preference will be given to applications received before March 22, 2024

Diversity Statement

Bird Alliance of Oregon 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.