



Job Title: Backyard Habitat Certification Program Assistant
Program: Conservation
Classification: non-exempt, full-time
Salary Range: \$16.85/hr plus health and retirement benefits
Closing Date: Friday, April 28, 2017

Background

The Backyard Habitat Certification Program is a collaborative effort between Audubon Society of Portland and Columbia Land Trust that has been operating since 2009. The Program provides technical assistance to small lot, private property owners to restore native wildlife habitat. The objective of the program is to move properties through three levels of advanced habitat restoration certification. The Program focuses on the removal of aggressive weeds, naturoscaping and planting with native plants, stormwater management, pesticide reduction, and wildlife stewardship. The program also includes specific initiatives to engage underserved communities.

It's through our collective efforts to revitalize urban landscapes that positive change is made. Together we make our cities a healthier place, for ourselves and for wildlife. Our community of Backyard Habitats is over 3,700 strong and growing every day. We currently work with sites throughout Portland, Gresham, Fairview, Lake Oswego, Milwaukie, West Linn, Oak Grove and Jennings Lodge. For more information about us, visit our website at: <https://backyardhabitats.org/>

Position Description

The Program Assistant will be an integral team member of the Backyard Habitat Certification Program that will provide essential administrative and database support. The position will be employed by Audubon Society of Portland but will support the needs of, and represent, both Portland Audubon and Columbia Land Trust in implementing the program and will spend time working out of both the Portland Audubon and Columbia Land Trust offices. This is an exciting position for somebody interested in being an essential part of an innovative program to transform urban landscapes, engage diverse communities in conservation and become a part of two of the most effective conservation organizations in the region.

Applicants should possess excellent organizational, communications and team building skills. The Program Assistant must be able to juggle a multitude of tasks with professionalism, flexibility, and a sense of humor. They will be working with volunteers, stakeholders, membership groups, resource agencies and the general public. A passion for wildlife conservation and engaging people with conservation is an essential element of this job. The job requires a limited amount of weekend work.

Essential Duties and Responsibilities

The duties and responsibilities of the Program Assistant include the following tasks:

1. Manage online enrollment for new program participants, including following up on payments and assigning sites to Habitat Technicians
2. Work with volunteer program to assign and track certification visits
3. Support and manage program data through a Word Press CRM (PressPoint), including data entry, running reports, exporting and organizing data to present to program partners
4. Order and organize program materials (signs, brochures, program partner materials, resource and benefit packets)
5. Work with volunteers to put together program resource and benefits packets
6. Assist with program events such as twice yearly plant sales, volunteer training and landscaper training
7. Conduct outreach and program promotion, as needed, including social media, e-newsletters, website maintenance and event tabling
8. Assist with grant reporting
9. Other responsibilities as assigned

Required Qualifications

- Computer Skills - Skilled in Microsoft Word, Excel, and PowerPoint, including the ability to create complex spreadsheets, documents, reports, and presentations.
- Database Skills - Experienced with data management, ideally within a CRM, including data entry, creating/maintaining records, running queries, data export, organization and presentation, exceptional attention to detail, desire to make data systems function smoothly.
- Communication and Interpersonal Skills - Displays a high level of oral and written communication skills including; ability to effectively present information and respond to questions from groups of stakeholders, partners, program participants, contractors, co-workers, and the general public; ability to build trust and inspire action within diverse communities; ability to work with dual managers and maintain a high level of flexibility.
- Diversity, Equity and Inclusion – Experience working within and supporting diverse communities
- Experience and enthusiasm for working with volunteers.
- Education and Experience - Bachelor's degree in related field or any combination of skills and experience that satisfies the aforementioned skills and required qualifications.

Other requirements:

- Current driver's license and access to a vehicle
- Job requires a criminal background check

About Audubon Society of Portland

The Audubon Society of Portland has been a leading voice in conservation for over a century. We are the largest chapter of the National Audubon Society with over 16,000 members in the Portland Metropolitan Area. Our core programs include environmental advocacy at the local, statewide and national level, environmental education and wildlife rehabilitation. Audubon's conservation reach extends from the inner city to Oregon's wildest landscapes. Audubon is located on a 150-acre wildlife sanctuary, just minutes from downtown Portland. We also own and manage additional wildlife sanctuaries near Mt. Hood and on the Oregon Coast. Portland Audubon offers a welcoming and exciting

work environment where the passion for native birds, wildlife and connecting people with nature is shared by all. The Audubon Society of Portland 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. More information can be found at <http://audubonportland.org>.

About Columbia Land Trust

Since 1990, Columbia Land Trust has protected, in perpetuity, approximately 32,000 acres of lands along the lower 250 miles of the Columbia River. A majority of the protection has been accomplished with land ownership, with significant holdings as conservation easements or other conservation agreements, as well as transfer of land to public agencies. The Land Trust's service region includes 13 Oregon and Washington counties, extending from the Pacific Ocean on the west to beyond the eastern edge of the Columbia Gorge Scenic Area, near the John Day River. The Land Trust has more than 3,000 supporters in Oregon and Washington and has embarked on an ambitious plan to expand public participation in the conservation of the great lands of the Columbia River region. Columbia Land Trust's headquarters are located on the campus of beautiful Fort Vancouver, WA. More information about Columbia Land Trust can be found at www.columbialandtrust.org.

To Apply

Audubon Society of Portland 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. Audubon Society of Portland 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 advance its diversity goals; and empowering people to make positive changes in their community and environment. The Backyard Habitat Program Assistant is expected to serve diverse audiences and help advance Portland Audubon's diversity strategies. More background on our diversity efforts can be found at <http://audubonportland.org/about>

Email Submissions Preferred: Please email your **cover letter, resume, and completed employment application*** to jobs@audubonportland.org with subject line: BHCP Program Assistant.

*Employment application available at www.audubonportland.org/about/jobs

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