



Job Announcement: Program Manager

Location: Billings, MT

Salary: Annual wage \$36,400- \$41,600

Position Status: Part-time (avg 35 hrs/wk) / Full-time

Benefits: Vacation, Simple IRA w/ match, Health, Dental, and Vision

About the Organization:

Founded in 1976, Montana Audubon is an independent, statewide conservation organization whose mission is to *promote appreciation, knowledge, and conservation of Montana's native birds, other wildlife, and natural ecosystems and to safeguard biological diversity for current and future generations*. In our vision for the future, we seek to create an environment in which all of Montana's native bird species have healthy, sustainable populations, ensured by long-term habitat security. Montana Audubon uses bird science, and conservation education and engages in public policy work to protect our state's incomparable wildlife and landscapes.

Position Description:

Are you passionate about environmental education and committed to fostering a deeper connection to nature and conservation in our community? The Montana Audubon Center is seeking a dynamic and motivated Program Manager to lead our education initiatives. As the Program Manager, you will play a pivotal role in coordinating educational activities, supervising instructional staff, and driving program development to inspire and educate our community about the wonders of nature.

Key Responsibilities:

- Oversee the development and implementation of educational programs including our 4th-grade field trips, private field trips and class visits, community programs and outreach events, and homeschool science activities.
- Manage all educational program registration system(s)
- Coordinate a 9-week summer camp program.
- Manage all aspects of program logistics, including scheduling, budgeting, and resource allocation.
- Recruit, train, and supervise instructional staff, ensuring they have the necessary support and resources to succeed
- Collaborate with faculty, staff, and external partners (SD2 and Indian Education For All, BLM) to design curriculum, learning objectives, and assessment strategies.
- Cultivate positive relationships with participants, families, schools, and community organizations to promote program participation and support.
- Identify opportunities for program improvement and innovation based on feedback and best practices.
- Ensure compliance with SD2 standards and safety regulations.
- Coordinate with a Communications Specialist to develop marketing and promotional materials to increase program visibility.

Qualifications:

- Bachelor's degree in Education, Business Administration, or a related field.
- Minimum of 2 years of experience in program management or education administration.
- Strong understanding of instructional design principles and youth and adult learning theories.
- Exceptional communication, interpretational, and organizational skills
- Proven leadership abilities, with a track record of successfully leading teams to achieve program goals.
- Passion for environmental conservation and a desire to inspire others to learn about and protect the natural world.
- Flexibility to work evenings, and weekends, and occasionally travel as needed for program activities and events.

To Apply

Please send a cover letter, resume, and 3 references to echilcoat@mtaudubon.org with the subject line "Center Program Manager Applicant ". For questions, contact Emily via email or call 406-294-5099.

Montana Audubon is an equal opportunity employer and does not discriminate based on race, color, age, ethnicity, religion, creed, national origin, pregnancy, sexual orientation or preference, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran.