



Job Announcement: Youth Program Coordinator

Location: Billings, MT

Position: Part-time (avg. 30hrs/wk) or Full-time

Salary: \$27,300- \$35,360

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.

Summary of Position

The Youth Program Coordinator will coordinate, and deliver environmental educational activities, and assist with development aimed at raising awareness and promoting environmental stewardship within our youth programs. This role involves working closely with educators, volunteers, and partner organizations to implement engaging and impactful programs.

Responsibilities

- Develop, plan, and implement engaging educational programs for youth, within our 4th-grade program, on-site field trips and in-class programs, homeschool science activities
- Establish and maintain positive relationships with participants, families, and schools to promote program participation and support.
- Oversee program-specific training for program staff, volunteers, and interns to ensure program effectiveness and participant safety.
- Evaluate program outcomes and effectiveness through participant feedback, surveys, and data analysis to inform program improvements and enhancements
- Assist Program Manager with marketing and outreach activities.
- Stay informed about trends, best practices, and emerging issues to ensure programs remain relevant and responsive to participants' needs.
- Ensure compliance with all organizational policies, procedures, and regulations.
- Actively lead and assist with programs within and outside of the scope of the position.

Qualifications

- Bachelor's degree or relevant coursework in environmental science, education, natural resource management, or a related field.
- Previous experience working in environmental education, interpretation, outreach, or related fields, is preferred.
- Strong interpersonal skills and the ability to effectively communicate with individuals of all ages and backgrounds.
- Excellent organizational skills, attention to detail, and the ability to manage multiple tasks and priorities simultaneously.
- 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 and resume to echilcoat@mtaudubon.org with the subject line "Membership and Events Coordinator Position".

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