



Save Habitat And Diversity Of Wetlands
21656 184th Avenue SE, Renton, WA 98058
shadowhabitat.org

Posted: July 1, 2014

Expires: Open until filled. Ideal start date August 1, 2014

Job Title: Community Engagement and Program Manager

Location: Renton, WA

Salary, Benefits, Schedule:

\$27,800 to \$31,350 Annually (Dependent on Experience)

\$150 Monthly Healthcare Stipend (After 90 Days)

One-Week Paid Vacation Annually

SHADOW is closed the last two weeks in December and first week of January

Hours/Days: Tuesday thru Thursday 10a – 4:30p, Friday 9:00 – 5:00 and Saturday 9:00a – 5:30p

Low-cost, one-bedroom housing available onsite effective October 2014

Position Type: Salaried

35.5 hours per week

Some local travel (mileage/parking reimbursement for work related travel)

Reliable transportation with current Insurance

Valid WA state driver's license required

To be considered, please submit a thoughtful cover letter and current resume in Word or PDF format attention:

Max Prinsen, President

max@shadowhabitat.org

cc: Melinda Fox, Development Manager

melinda@shadowhabitat.org

Indicate "**Community Engagement and Program Manager**" in the subject line.

**Please, no phone calls.*

Application review will begin immediately, and will continue until the position is filled. Selected applicants will be invited for an interview and will be asked to provide two professional references.

SHADOW is an equal opportunity employer. Criminal background screening and successful past employer reference checks will be conducted. SHADOW is an "at will" employer.

Ensuring the sustainability of Shadow Lake Bog and other unique habitats through environmental education, preservation, and restoration.



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Position Responsibilities

Recruit, Manage and Steward Volunteers and Lead Weekly Restoration Work Parties

- Host Saturday restoration events implementing restoration practices
- Record volunteers/hours weekly in database
- Report, as needed, hours that volunteers work to needed agencies weekly
- Ensure restoration and project activities are properly planned, executed and completed
- Provide schedules and activity plans to the Development Manager and Board on a routine basis
- Work with schools, youth, and corporate groups to implement projects
- Participate in the recruitment and support of volunteers, interns and others who will further the goals of the organization
- Foster a positive and engaging culture for volunteers

Lead Field Trips and Host Environmental Education Events

- Coordinate with group leaders to provide special field trips and tours
- Adapt curriculum to best-fit needs of class, provide materials on a timely basis
- Recruit volunteers and interns for assistance
- Utilize and coordinate organizational calendars to plan activities

Outreach Activities

- Proactively research, plan, execute outreach events to promote SHADOW
- Maintain Outreach/Tabling Tool Kit with current and relevant materials and instructions
- Update and identify needs for new materials
- Coordinate efforts with the Development Manager

Coordinate Seasonal/Quarterly Events for Public Engagement

- Develop a schedule of events that can be repeated annually
- Develop mission-centric marketing materials
- Coordinate, train and thank volunteers
- Develop educational components to incorporate into event
- Coordinate Monthly Open-House events in June, July, and August

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Administrative Responsibilities

Maintain Social Media

- Maintain Facebook presence, and establish a Twitter and/or Instagram presence
- Highlight and schedule daily updates for current projects, ways to get involved and support SHADOW, steward volunteers/donors/partners, and promote seasonal wildlife and native plant activity in the bog etc.
- Review analytics weekly to ensure optimal reach

Account for Education Budget, Suggested and In-kind Donations and Fees

- Provide bi-weekly needs and accounting of funds for activities (food and materials etc.)
- Work with our accountant to set up quarterly budget for education and volunteer activities
- Foster a 'culture of philanthropy' by soliciting in-kind donations for volunteer stewardship, promoting suggested donations at educational events and work parties, and establishing/collecting suggested fees for activities as necessary

Grants and Funding Support

Support Development Manager in identifying and providing input (stats, outcomes, quotes from participants, photos etc.) on grants associated with educational activities.

Maintain SHADOW Kiosk and Entry Signage

- Update current events and volunteer opportunities
- Acknowledge special visitors, partners and funders

Monthly Newsletter

- Provide fresh content to include in our monthly e-newsletter
- Engage others to provide content i.e. visitors, schools, partners etc. which provide unique perspective/experience at SHADOW, encourage participation and foster community.

Assist Development Manager with Maintaining All External Communication

- Maintain up-to-date information on programs and events on the SHADOW website
- Update phone messages monthly with upcoming opportunities, holiday closures, events etc.
- Check and respond to daily phone and email inquiries

Skills Needed

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- Strong verbal and written communication skills are an essential requirement of this position.
- Ability to effectively communicate the significance of SHADOWs programs, mission, vision and strategic goals and the benefits they provide to the community and stakeholders is vital.
- Ability to work in a flexible environment with individuals of diverse backgrounds. SHADOW is small organization with one FT employee, an AmeriCorps member, and volunteers.
- Interest and understanding of the environmental community, natural partners and affinity groups that can effectively support SHADOW activities is desirable.
- Experience planning and implementing lesson plans for various age ranges, preferably with an environmental focus highly desired.
- Experience working in a nonprofit and/or educational setting desirable.
- Enthusiasm and inherent commitment to environmental conservation and protection highly desired.
- Strong work ethic, collaborative spirit and sense of humor a must!

Education

- B.S./B.A. Degree in Environmental Sciences or related field preferred.
- College-level coursework and/or experience in marketing, basic accounting, education and public speaking desirable.

Desired Skills and Aptitudes

Marketing:

- Experience/knowledge with messaging, brochure creation, presentations and outreach.
- Ability to prepare and present marketing/funding initiatives based upon the needs of SHADOW utilizing environmental terminology and vocabulary.
- Basic understanding of social media (Facebook, Twitter, Instagram).

Communication:

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- Ability to effectively communicate with group leaders and schoolteachers to develop programmatic lesson plans.
- Manage mail, online, web, and direct communications, which support SHADOW's programs and events.
- Maintain, grow and steward a team of consistent, engaged volunteers.
- Clear, friendly, professional communication required in representing SHADOW both externally and internally.

Planning and Work Environment:

- Self-motivated with ability to work with minimal daily supervision and communicate effectively and transparently.
- Ability to build systems and tracking/planning timelines for all outreach activities.
- Ability to work well in a flexible and dynamic work environment. Proactively engage in various organizational activities that offer learning and outreach opportunities.
- Ability to positively represent and collaborate with confidence and friendliness.
- Enjoy a low-stress, calm, natural setting located on a 100-acre nature preserve.
- Ample support and encouragement from staff, board and core volunteers.
- For the right person, SHADOW offers room to grow in responsibility.

Computer Skills:

- Proficiency in Microsoft Office Suite: Word, Excel, and PowerPoint.
- Proficiency in Publisher desirable.
- Familiarity with Salesforce or similar database management systems desired.
- Strong organizational skills, and understanding of file management and general technology practices.
- Laptop, video and digital cameras provided.

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