



## Job Description

### Education Specialist

Montana Raptor Conservation Center (MRCC) education programs educate the public about the importance of raptors and conserving them and their habitat by showcasing the magnificent ambassador raptors through presentations. MRCC education programs serve a variety of audiences: students, adults, families, and seniors. Education programs center on Gallatin County, though programming is also offered throughout Southwest Montana.

The Education Specialist is responsible for coordinating all aspects of our education program activities, with the goals of 1) providing informative educational experiences to help people better understand, appreciate, and conserve Montana raptors and their environment, 2) advancing MRCC's conservation and rehabilitation work by fostering connections with the Southwest Montana community, 3) making the education programs financially self-sustaining, and 4) demonstrating best practices in bird enrichment and husbandry.

Close coordination with all staff is required. The Rehabilitation Director supervises this position.

### DUTIES AND RESPONSIBILITIES:

#### Program Delivery, Oversight, and Sustainability

- Create, prepare, present, and promote engaging, hands-on presentations about Montana's raptors, the role they play in the ecosystem, and the importance of the work MRCC does.
- Schedule programs, create and maintain records of programs (ex: attendance records, annual report information, mileage, etc.) and manage pricing, invoice processing, and manage receipts for program payments.
- Maintain and organize educational materials, props, artifacts, and equipment and acquire additional materials as necessary.
- Cultivate MRCC's education and outreach through quality programs and partnerships with new organizations.
- Oversee creation, content and goals for diversified program offerings including onsite and offsite programming, tours, and virtual programming.
- Help measure and communicate the program's impact by collecting and presenting participation data and feedback.

- Progress on-site amphitheater programs by developing new presentations and new formats (such as summer camps, adult-oriented events, etc.) with the goal of reaching new audiences and generating education program income

## Administration

- Advance MRCC's conservation work through networking, relationship-building, media coverage, and support fundraising events with ambassador birds.
- Add educational content to the newsletter.
- Present reports to the board of directors and attend board meetings as directed.
- Create annual goals for education, and track and report progress.
- Create and follow safety management plans.

## Fiscal Sustainability of Education Programs

- Maintain and market the Adopt-a-Raptor Program.
- Administer education scholarships for groups in need.
- Set pricing for school and community programs.

## Animal Care/Training

- Work directly with the Rehabilitation Director with the husbandry of ambassador birds, including (but not limited to): creating training plans for and training birds, daily and monthly care of the birds, maintenance and cleaning of cages and equipment, supervising volunteer handling.
- Engage in regular professional development to stay current in the field.
- Provide ambassador birds with enrichment.

## Volunteer Coordination

- Recruit, train, and supervise an education team of qualified volunteers to assist with programming and husbandry.
- Schedule education volunteers for training, cleaning, and programs.

## Assist with Rehabilitation Duties as Needed

- Working directly with Rehabilitation Director traveling and transporting raptors, catching raptors in the field, handling rehab birds, cleaning rehab cages, preparing food for rehab and education birds, directing rehab volunteers, taking phone calls, and overall cleaning and maintenance of the center.

## MINIMUM JOB REQUIREMENTS:

### Qualifications and Abilities Required

- Bachelor's degree in natural, life, physical science OR education; and four years of progressively responsible naturalist experience; or an equivalent combination of education and experience.

- Minimum of 5 years' experience managing, training, and handling captive raptors, including strong knowledge of current best practices in bird husbandry and care.
- Enthusiasm for education, conservation, and the mission, goals, and values of the Montana Raptor Conservation Center.
- Experience building and implementing environmental education curricula.
- Enthusiastic, personable, and responsive leader with experience leading groups and working with people of varying ages and abilities (including young children and retirees).
- Desire to work in a highly collaborative team-based environment.
- Ability to establish and maintain effective working relationships with other organizations, funders, and community members.
- Excellent interpersonal, communication, and computer skills.
- Experience working with, empowering, and overseeing volunteers.
- Self-directed, organized, reliable, and able to manage multiple projects simultaneously.
- Ability to work flexible hours including holidays, evenings, and weekends.
- Willingness and ability to travel throughout Southwestern Montana. Must have a valid driver's license. MRCC will provide a vehicle to use for events and programs.
- Physical fitness necessary to carry crates, education materials, tables, and other necessary program items, occasionally over long distances, over uneven terrain, and outdoors.
- Ability to pass a criminal background check.

## WORKING CONDITIONS:

- Minimum of 40 hours per week.
- Salary is commensurate with experience.

**Employment Disclaimer:** *This job description is not a contract of employment. Employees who are hired for this position are subject to the terms of this job description, which may be changed or updated from time to time. Employee performance and salary will be reviewed, after the initial probationary period of six months, on an annual basis from date of hire. This organization complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, or disability. This organization is an Equal Opportunity Employer.*