



Job Title: Program and Volunteer Coordinator

Position Overview:

Golden Eagle Audubon Society is seeking a Program and Volunteer Coordinator for our education, conservation and advocacy work. We are a local non-profit that offers many opportunities for our members and the public to learn, protect and participate. The Coordinator is responsible for managing hundreds of volunteers, external communication, and program planning and delivery. The ideal candidate will be an excellent collaborator and communicator and be passionate about birds, volunteer empowerment, public education, and community engagement.

Reports to: Executive Director

Schedule: The work week is flexible with regular evening and weekend work, about 40 hours per week.

Location: Remote within the Treasure Valley. This is a work from home position, except for events, field trips and meetings.

Compensation: \$49,000-\$55,000 annual salary, exempt position. Eleven paid holidays, paid time off, home office stipend, internet/cell phone stipend and mileage reimbursement.

Primary Roles and Responsibilities:

- In partnership with volunteers, coordinate field trips, community science projects, Habitat Patch Program, outreach, public education, monthly programs and more.
- Recruit, train, support and acknowledge program volunteers and develop volunteer job opportunities. Manage our volunteer management platform, VolunteerLocal.
- Schedule and promote educational programs for public and private audiences.
- Support the volunteer Education Committee.
- Help volunteers promote organizational programs and campaigns at community events.
- Plan, write, design and post frequently on Facebook and Instagram to educate, advocate, celebrate and engage.
- Plan, write and design twice a month e-newsletters with MailChimp.
- Maintain current information on our website for classes, field trips, volunteer opportunities, educational programs, community science, and volunteer

- appreciation.
- Other duties as assigned.

SKILLS, KNOWLEDGE, EXPERIENCE:

- Two or more years' experience as a volunteer manager.
- Two or more years' experience working at or with a nonprofit organization.
- Experience using social media and e-newsletters to communicate; excellent writing and editing skills; basic graphic arts skills.
- Enthusiasm for our mission and programs, and a passion for connecting people with the environment.
- Excellent customer service skills - applicable to the nonprofit sector.
- Excellent attention to detail and follow-through, as well as the ability to juggle a variety of big and small demands while meeting deadlines.
- Able to collaborate effectively with people on the phone, in person and online.
- Experience with public speaking and comfortable in a leadership position.
- Experience working collaboratively and respectfully with individuals of diverse backgrounds.
- Dependable and able to work independently at your home.
- Proficiency in Microsoft Office Suite and Google products.
- Experience with VolunteerLocal, MailChimp, Squarespace, Canva and/or NeonOne is desirable.

PREFERRED SKILLS and EDUCATION:

- Two or more years' experience in media and communications.
- Basic knowledge of the native flora and fauna of southwest Idaho.
- Bachelor's Degree or similar education.

Golden Eagle Audubon Society is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. All employment decisions are based on business needs, job requirements, and individual qualifications without regard to age, sex, sexuality, gender identity, religion, race, ethnicity or other status protected by laws or regulations.

Submit your resume with a cover letter to cwallesz@goldeneagleaudubon.org as one pdf. Interviews will begin September 4. The anticipated start date is Oct 6, 2025. Questions? Email Cynthia Wallesz at cwallesz@goldeneagleaudubon.org.