



**Job Title:** Center Coordinator  
**Location:** Buffalo Creek Nature Park

### **Position Summary**

The Center Coordinator, Buffalo Creek Nature Park, will report to the Butler Centers Director. This position is Sunday through Thursday and requires a hands-on and creative manager, with a demonstrated history of customer service and public engagement.

### **The successful candidate will be responsible for:**

- Overseeing the safe and efficient operations of all activities at the nature park.
- Coordinating public events.
- Providing support for educational programming.
- Managing the retail operations at the park.
- Maximizing facility usage and rental opportunities.
- Recruiting and coordinating volunteers.
- Championing the mission of ASWP both at the site and throughout the local community.

### **Primary Duties**

- Facilities Management - 50%
  - Recruiting and supervision of volunteers to work at the facility, including events, facility maintenance, and guest relations positions.
  - Coordinating earned income activities including Audubon Nature Store, concessions, and facility rental operations.
  - Insure a safe and pleasant environment and compliance with all rules and regulations.
- Public Engagement - 20%
  - Create a warm, inclusive, and welcoming environment for visitors, volunteers, and staff.
  - Coordinate and participate in events; In coordination with Education Department, provide support for formal and informal environmental education programs.
  - Recruit volunteers and members
- Community Relations - 10%
  - Meet with businesses and other organizations to foster strong relationships and a vestment in Buffalo Creek Nature Park.
  - Attend township and other meetings as necessary to represent ASWP.
  - Recruit volunteers, members, and other relationships throughout local communities.
- Other Duties - 20%
  - Perform other job-related duties as assigned.



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### **Skills and Competencies**

- Educational experience related to the needs of the position.
- 4+ years of professional experience specific to environmental education and/or public engagement - preferably at a 501(c)(3) nonprofit organization.
- Demonstrated communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Must be able to work evenings and weekends. Candidates must have a valid PA Driver's License and Pennsylvania Act 33/34 clearances are required.
- The Center Coordinator must be able to conduct tours of the facility and grounds and participate in organization activities that require lifting items weighing up to 50 lbs.
- Dedication to the mission of Audubon Society of Western PA; Personal qualities of credibility, organizational agility, and job ownership.

### **Compensation**

Salary range is \$40,000-\$50,000. Audubon Society is dedicated to providing a competitive salary, excellent benefits, and a flexible work environment where we connect to nature every day. We are committed to creating a diverse workplace and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

### **How to Apply**

Submit resume and letter of introduction, via e-mail to: Karen Stein, Butler Centers Director, Audubon Society of Western PA, at [kstein@aswp.org](mailto:kstein@aswp.org).