

POSITION ANNOUNCEMENT

Bring Conservation Home Program Coordinator

Job Title: BCH Program Coordinator
Employment: Full-Time
Pay: \$46,000 or above, commensurate with experience and education + benefits
Reports to: Executive Director



[St. Louis Audubon Society](#) serves as a regional leader in advocating for the protection and restoration of habitat for birds and other wildlife. Our mission is to create a community connection to nature for people of all ages, backgrounds, and abilities, to foster awareness and understanding of birds and other wildlife and their habitats, to educate our community so people can make informed decisions about the natural world, and to inspire conservation behaviors and enjoyment of nature.

This position is responsible for planning and implementing key conservation initiatives and activities for St. Louis Audubon Society's Bring Conservation Home program. [Bring Conservation Home](#) (BCH) is an ecological landscaping inspiration and consultation service. Trained Habitat Advisors provide tailored advice and resource connections to help people create high-quality natural spaces where they live. The BCH Program Coordinator works closely with the Board, staff, volunteers, and grant-funded assistants. Primary duties are described below.

Qualifications:

- Strong understanding of native plant communities, watershed-friendly landscaping, invasive plant removal, wildlife habitat, and organic soil management
- Ability to recognize the most common invasive plants in the St. Louis region
- Understand the basic relationships between native plants, insects, and birds
- Familiarity with basic stormwater and best management practice concepts
- Requires a flexible schedule and working outdoors in a variety of weather conditions
- Excellent written and verbal communication and interpersonal skills
- Physical Requirements: Ability to conduct extensive field visits in varying weather conditions, walk uneven terrain, and occasionally lift up to 25 lbs.
- Travel Requirements: Ability to travel to steward sites and community partner locations within the St. Louis Metropolitan area, including Illinois. See the full-service area [here](#).
- Valid driver's license with a good driving record and up-to-date insurance
- Technological fluency: use of computers, standard software packages, email, social media

Key Responsibilities:

- Lead staff and volunteer efforts to optimize program operations, oversee training, mentorship, and performance management initiatives.
- Cultivate and execute a strategic partnership development plan, engaging both new prospects and existing stakeholders for increased sponsorship opportunities.
- Oversee the BCH program budget and monitor expenditures.

- Pursue funding opportunities to maintain budgetary objectives.
- Manage steward communications, including initial site visit scheduling, follow-up and certification visits, and report distribution.

Essential Duties:

- Direct committee efforts to produce signature initiatives, including the Native Plant Garden Tour, Native Plant Expo, and Partners for Native Landscaping events.
- Conduct site visits, with and without staff and volunteers as needed, which include site/photo survey, landowner interview, and production of a written report
- Provide outreach programming to public libraries, garden clubs, etc.
- Write reports, track work progress, prepare and record program/project data and records.
- Participate fully and productively in staff meetings, planning efforts, and other shared staff duties.

Education:

- A bachelor's degree in Biology, Botany, Ecology, Environmental Science, Horticulture, or a related field is preferred, but a combination of working knowledge, experience, and skills will also be considered.
- Grow Native! or comparable Professional Certification is preferred.

This Job Is Ideal For Someone Who Is:

Dependable – can be counted on to give the very best; keeps all commitments

People-oriented -- enjoys interacting with people from a variety of backgrounds and skill sets, maintains a strong customer service focus, and demonstrates a high level of relationship building and diplomacy

Adaptable/flexible -- self-starter with the ability to work independently with minimal direct supervision; understands and balances diverse views and beliefs; ability to train volunteers how to communicate with stewards respectfully, meeting them where they are in their understanding of building habitat for wildlife on their property

Detail-oriented – highly goal-oriented, has a track record of energy, drive, and performance

Knowledgeable and Dedicated to conservation and the goals of the St. Louis Audubon Society

The St. Louis Audubon Society strives to foster a diverse, inclusive, and equitable work environment, and we encourage candidates from all backgrounds and experiences to apply.

Applications will continue to be reviewed until the position is filled.

Applicants should submit a letter of interest, a resume outlining relevant work experience, and a list of three references to Amy Weeks, Executive Director, St. Louis Audubon Society, at amy@stlouisaudubon.org.