



## Naturalist/Nature Center Manager

Holden, ME

**Maine Audubon** is hiring a Naturalist/Nature Center Manager to join its dynamic team based in Holden, ME. Since 1843, Maine Audubon has worked to conserve Maine's wildlife and wildlife habitat by engaging people in education, conservation, and action. Maine Audubon has eight public centers and sanctuaries across the state, seven chapters, and more than 10,000 members and supporters, making it the oldest and largest Maine-based conservation organization.

### Position Overview

We are seeking a Naturalist/Nature Center Manager at our Fields Pond Audubon Center in Holden, ME to lead and expand our programming in the northern region of the state. This position reports to the Director of Northern Programs and Operations, and requires strong naturalist skills with the ability to convey Maine's natural history through a wide array of public programming. These programs are designed to instill fascination, understanding, and responsibility for the natural world, environmental sustainability, and human impacts. The position will work closely with our Director of Northern Programs and Operations to develop new programs, manage nature center operations, and maintain and improve sanctuary grounds. This position may also assist with other northern-based projects as time allows.

### Activities and Responsibilities

#### Educational Programming

- Develop and implement inclusive programs that support children, families, adults, and seniors in our community to engage with Maine Audubon's mission
- Assist with the planning and implementation of nature camp programs and special events
- Support program goals through excellent communication and creativity
- Collaborate with other Maine Audubon staff to achieve programmatic goals
- Model safe and responsible behavior during outdoor activities

#### Visitor Services

- Provide a welcoming environment for all Maine Audubon visitors
- Greet every guest and offer Q&A for general Maine Audubon information
- Maintain knowledge of Maine Audubon and its associated activities
- Promote Maine Audubon membership, programming and volunteer opportunities

- Manage Nature Center retail operations
- Maintain building operations and property management

## **Qualifications**

- Background in education, nature programs, biology, or environmental studies
- Experience with program development, management, and delivery
- Strong organizational and time-management skills with attention to detail and follow-up
- Skilled with computer software applications and online meeting/teaching platforms
- Ability to handle cash and receipts accurately
- Flexible schedule including occasional evenings and weekends is required
- Have (or be able to work toward) current First Aid and CPR certification
- Enthusiastic and passionate about environmental education
- Excellent leadership qualities to promote energy and enthusiasm with staff, volunteers, and constituents
- Able to multi-task and manage a variety of responsibilities
- Able to pass a criminal background check

## **Physical Requirements/ Working Conditions**

- Able to lift up to 50 pounds when setting up for programs or working on the property
- Able to hike all trails on Fields Pond property as part of programming and stewardship
- Able to use hands/fingers to operate computer and other program equipment
- Able to work outdoors in challenging environmental conditions

## **Timing, Compensation, and Benefits**

- Salary range: \$45,760 - \$50,000, depending on experience
- This is a full-time, year-round salaried position
- 10 accrued vacation days annually, 9 sick days, 3 personal days
- 12 Paid Holidays
- 403b plan with 4% employer contribution – no match required
- Short Term/Long Term Disability and Life Insurance paid by employer
- Health Insurance (HPI with HSA) paid by employer for employee only
- Flexible Spending Account and Dependent Child Care Account available
- Getting to work at one of the most beautiful places in Maine, and helping to ensure that Maine's wildlife and wildlife habitat flourishes!

**To apply:** Please send resume and cover letter to [dlamon@maineaudubon.org](mailto:dlamon@maineaudubon.org), with “Naturalist/Nature Center Manager” in the subject line. Review of applications will be ongoing, and the position is open until filled. We encourage you to apply even if you don’t meet 100% of the requirements but believe that you would be a good fit for this position.

*Maine Audubon is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, disability, veteran status, or any other aspect of identity protected by applicable federal, state, or local law.*