



## Audubon Society of Rhode Island

### JOB DESCRIPTION

Position Title: **Community Engagement and Events Coordinator**  
Supervisor: Director of Development  
FLSA Status: Full-time – Exempt  
Date Prepared: 2024  
Salary:

#### Summary of Position:

The Community Engagement and Events Coordinator is an experienced, passionate, and inspirational leader who engages the community in philanthropy, event attendance, volunteering, and using Audubon's rental facilities. The Community Engagement and Events Coordinator encourages innovation and creativity and inspires donors and volunteers to work together to engage new audiences, increase philanthropic support, and foster a commitment to Audubon's mission and values.

The Community Engagement and Events Coordinator brings Audubon's mission and climate agenda to life, engaging all people in the appreciation, education, and protection of nature. The Coordinator manages their role to ensure inclusivity and that everyone is welcome to connect with the natural world.

#### Duties:

- Become familiar with Audubon's mission, programs, and advocacy initiatives to engage the community.
- Plan community engagement and donor events, emphasizing East Bay locations.
- Assist in planning organization-wide engagement and donor events
- Assist, on occasion, the Nature Center staff with operational tasks
- Promote and secure rentals of Audubon spaces
- Assist with donor and member recruitment, attend organization events, and steward the mission of Audubon.
- Recruit and manage volunteers for different Audubon programs and events
- Partner with organizations and companies to enhance outreach, create brand recognition, and encourage financial sponsorship for Audubon's mission.
- Maintain organization-wide calendar of outreach and events
- Other duties as assigned

#### Qualifications:

- Background in sales, marketing, event planning, nonprofit fundraising, or other relevant experience

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- Proficiency in Microsoft Office 365, specifically Outlook, Excel, Word, and Teams
- Proficiency with social media and web-based giving platforms
- Experience with donor management software or other CRMs; Bloomerang experience a plus
- Outgoing, friendly, and respectful demeanor
- Successful experience working with the general public to engage supporters on the phone, by emailing, and in person
- Familiarity with budgeting and tracking income and expenses

### Complexity/Problem Solving:

- Design, implement, and direct multiple projects, setting deadlines and ensuring program accountability.
- Ability to work in high-visibility and sometimes stressful environments.
- Ability to think strategically, interpret guidelines, analyze factual information, and find creative solutions.
- Ability to communicate organically and enthusiastically on the core mission and advocacy of the Audubon Society of Rhode Island.

### Discretion/Latitude/Decision-Making:

- Performs duties under general supervision and established guidelines.
- Demonstrate confidentiality, common sense, flexibility, and teamwork.
- Ability to make good decisions based on analysis, experience, and judgment.

### Working Conditions:

- The Coordinator will work primarily at the Audubon Nature Center and Aquarium in Bristol, RI.
- Work requires at least one weekend day each week, some evenings, and occasional travel throughout the state.
- Reliable and consistent transportation is required for this position, and mileage is reimbursable.

### To Apply

Audubon is committed to representing Rhode Island's diversity in our staff, volunteers, boards, and membership and creating a positive, inclusive workplace culture where all can thrive. We encourage anyone interested in this role to apply, regardless of whether you think you meet all the qualifications. The top candidates will have their unique perspectives, experiences, and backgrounds.

The position offers comprehensive healthcare, paid leave, 401(K) retirement plan,

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professional growth opportunities, and a supportive community that values your contributions.

Please send one PDF attachment, including 1) a cover letter expressing why you are a candidate for this position, your commitment to protecting nature, and how this position aligns with your professional career goals. 2) Three references. 3) Send Your current resume to [careers@asri.org](mailto:careers@asri.org) with the subject line "Community Engagement."

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