



Director of Education Position Description: The Raptor Trust

The Director of Education is responsible for overseeing all areas of the Education Department. This includes the creation and administration of onsite and outreach educational programming, training and husbandry of education ambassador raptors, supervision of education staff and volunteers, and long-term departmental planning and administration.

A key component of The Raptor Trust's mission is environmental education. It will be the Director of Education's responsibility to:

1. Present a focused environmental conservation message,
2. Convey the Raptor Trust's mission and represent the organization in a professional manner, and
3. Engage various sectors of the New Jersey community (general public, school groups, scouts, library groups, garden clubs, other conservation organizations) both in-person and via online platforms.

Duties and responsibilities:

- Research, develop, and customize educational programs for various audiences and age groups both onsite and offsite, ensuring that topics and messaging align with The Raptor Trust's values and help in fulfilling our stated missions.
- Work with the other members of the Education team to develop and implement new programming and expand the offering of programming available to the public through The Raptor Trust
- Work closely with the Medical Director and rehab team in assisting with all aspects of ambassador bird husbandry, training, handling, enrichment, exhibit maintenance and design.
- Coordinate with Medical Director in scheduling annual exams, equipment management, beak coping, talon trims, parasite management, and all medical care of ambassador birds.
- Create, implement, and assess behavioral goals and training plans for raptors in the Ambassador Bird Program.

- Work with the Executive Director and the Medical Director to curate The Raptor Trust's ambassador animal collection.
- Generate invoices, track payments, update website program descriptions, and manage bookings through Acuity scheduling software.
- Prepare and present onsite and offsite educational programs.
- Collaborate with Director-level staff to develop and design signage and permanent interactive displays for visitors of The Raptor Trust.
- Train, supervise, and manage scheduling of education support staff and additional education center volunteers, docents, etc.
- Assist Executive Director in the recruitment and selection of additional education staff.
- Serve on the Summer Scholars committee including the hiring process and specialized training sessions. Collaborate with the Summer Scholars Coordinator to present relevant topics to Summer Scholars.
- Participate in continuing education to maintain and update working knowledge in the field of wildlife rehabilitation, avian training, topics in conservation, leadership, and education.
- Work with Director of Development to create effective program marketing strategies, plan for ambassador animal appearances at fundraising events, and maintain a collaborative calendar of community engagement events.
- Communicate with Director of Development to provide content for monthly e-newsletter and Annual Report
- Create Education-specific content for social media (#MedicalMondays posts, etc.)
- Serve on Communications Committee and collaborate with Director-level staff regarding internal and external communications
- Serve on the Len and Diane Soucy Memorial Fund Scholarship Committee to award education program money to underserved groups
- Work with the Executive Director and the administrative team to set program pricing
- Collaborate with the Director of Finance to set quarterly budgets, financial goals, and effectively appropriate grant funds awarded to the education department.
- Prepare quarterly education department reports for the Board of Trustees. Attend board meetings as requested.
- Author articles and assist in providing content for The Raptor Trust's website, social media, and annual reports.
- Communicate with NJFW regarding upcoming programs in a monthly document outline upcoming programs

General requirements:

- Fluency in spoken and written English
- Valid US Driver's license
- Clean background check and driving record
- Ability to engage in sustained physical activity and to stand for extended periods of time.
- Must be able to work outdoors through four-season weather conditions
- Necessary lifting and moving of up to 30 pounds
- Ability to confidently traverse on grass, gravel, sand and snow

- Ability to climb stairs
- Occasional shoveling of snow, sand, or gravel as needed to facilitate bird feeding, care, and maintenance of enclosures
- Moderate to high degree of manual dexterity necessary for performing some basic avian care and husbandry procedures

Qualifications and experience:

- Minimum Bachelor's degree or 5+ years of applicable experience
- 5 years of education, public speaking, or presenting experience
- 5 years experience in animal training and handling, preferably with experience in operant conditioning and positive reinforcement
- Excellent presentation and public speaking skills
- Demonstrated experience in leadership and management
- Willingness to flexibly work some weekends, evenings, and holidays
- Experience with basic computer applications. Ex: Microsoft Office, Google Workspace, and Zoom
- Preferred experience with InDesign, CMS such as WordPress, video editing, Prezi, Canva, or other design programs
- A strong grounding in the natural sciences, including interest in and familiarity with New Jersey's native bird species, especially raptors
- Strong customer service and organizational skills
- Spirit of cooperation and teamwork with strong interpersonal skills including collaboration, communication, open-mindedness, and conflict resolution
- Ability to multitask and work without supervision

Breakdown of week by Education Director:

- (40%) Ambassador bird training and husbandry
- (40%) Administrative duties including management of staff and volunteers, training of staff and volunteers, prioritizing staff and volunteer tasks, following up on assigned duties, etc.
- (20%) Programming either enacting or developing new/content creation