



HUYCK PRESERVE AND BIOLOGICAL RESEARCH STATION

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Membership and Outreach Coordinator: Position Description

The Organization

The Huyck Preserve, a 501(c)(3) nonprofit organization located on a 2,000+-acre land preserve in Rensselaerville, New York, southwest of Albany, invites applications for the position of Membership and Outreach Coordinator. Our mission is to preserve the natural beauty of the Rensselaerville Falls, the watershed of Lake Myosotis and surrounding lands; to conduct long-term research on natural systems as part of a global effort to understand and protect the Earth's biodiversity; and to increase appreciation of this effort through innovative, field-based educational programs for students, teachers, and the community. For more information, please visit www.huyckpreserve.org.

Membership and Outreach Coordinator:

The Huyck Preserve seeks a Membership and Outreach Coordinator to serve as the key interface with the membership and the community, to act as liaison to the Board of Directors, and to be an integral part of day-to-day office operations. This position reports to the Executive Director (ED) of the Huyck Preserve and is a full-time, non-exempt position.

Membership and Outreach Responsibilities

- Grow Preserve support and membership through programs, events, volunteer coordination, digital and paper campaigns, and maintenance of the membership database
- Promote the Preserve's mission and programming:
 - Digitally through targeted emails, the Preserve's website, and social media platforms
 - In print through the design and creation of the biannual *Myosotis Messenger* newsletter and brochures and fliers
 - Through the Visitors' Center displays, information, and merchandise
- Build connections with the public:
 - Via public events
 - Through the Lake Myosotis recreation program
 - Through interactions at the Visitors' Center
 - Via phone, email, and general correspondence
 - By building and maintaining the Preserve's volunteer program

Board Liaison Responsibilities

- Work with the Board President to schedule regular meetings and prepare and distribute required materials
- Coordinate with officers of the Board and Board committees to maintain Board records and documents
- Work with the Board on the Annual Membership Meeting and election process for Board of Directors

General Responsibilities

- Coordinate with ED as necessary to maintain and implement a sound financial budget for membership-related activities including Visitors' Center, membership correspondence, events, and the lake program as outlined above
- Purchase office supplies in conjunction with other staff
- Contribute to team effort by performing other related duties as required

Qualifications and Skills

The ideal Membership and Outreach Coordinator candidate will possess the following qualifications and skills:

- Bachelor's degree or higher
- Familiarity with and strong support of all areas of the Preserve's mission: land conservation and stewardship, biological and environmental research, education, and recreational enjoyment of the Preserve
- Experience and interest in office and computer work, ideally in the nonprofit arena
- Excellent organizational, analytical, and record keeping skills
- Experience with computer programs like Microsoft Word and Excel
- Experience with or ability to quickly learn Fundraiser Select, Corel Draw, Constant Contact, and Weebly
- Skills in the design and creation of online and printed outreach materials
- Ease with social media and websites
- High-quality oral and written communication skills with great attention to detail
- Positive, energetic, and goal-driven personality, with the ability to work with many different constituencies
- Passion and creativity for community building
- Ability to take initiative and work independently but also to be a team player
- Ability to multi-task and meet deadlines

Other Requirements

- Occasional weekend or evening work will be required.
- Finalists must successfully complete a criminal background check before an offer of employment is made.

Job Details

- Full-time, non-exempt position involving approximately 40-hours per week including a half-hour lunch on work days
- Salary \$16.50-\$18/hour based on experience
- Generous vacation policy
- Retirement benefit

Procedures for Applying

- Submit a cover letter and resume to Anne Rhoads, Ph.D., Executive Director, at anne@huyckpreserve.org. Include in your application the names and contact information of three professional references.
- Please indicate the approximate date you would be available to begin work.
- **Applications accepted until October 6, 2021 or until filled**

The Preserve is an equal opportunity employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, marital status, age, disability, veteran status or any other status protected by law.