



HUYCK PRESERVE AND BIOLOGICAL RESEARCH STATION

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Membership and Outreach Coordinator: Position Description

Membership and Outreach Coordinator:

The Huyck Preserve seeks a creative, positive community builder to serve as its next Membership and Outreach Coordinator (MOC). The MOC is the key interface with the membership and the community through communications, coordination of the membership program, event planning, and interface with the public at the Preserve's Visitors' Center. The ideal candidate will have strong communication and organizational skills, be savvy with social media and computer software, be able to take initiative while also being a team player, and be committed to our four-part mission rooted in conservation. This position reports to the Executive Director of the Huyck Preserve. It is a full-time, majority on-site, non-exempt position.

The Organization

The Huyck Preserve is a 501(c)(3) nonprofit organization encompassing 2,000+-acres of protected land in Rensselaerville, New York. 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 Responsibilities:

- Running the membership program including processing, tracking, and acknowledging memberships and donations
- Working on outreach initiatives aimed at increasing membership participation
- Formatting and distributing all major mailings
- Coordinating, designing, and distributing the fall and spring newsletter
- Assisting in coordinating the Annual Benefit and Annual Membership Meeting

Outreach Responsibilities:

- Maintaining and building the Preserve's mailing and email lists
- Promoting Preserve events, activities, and its mission through email, social media, and other outreach materials
- Managing the Preserve's website
- Planning and participating in the Preserve's mission-based public events

General Responsibilities:

- Visitors' Center:
 - Responding to visitor inquiries via phone, email, and general correspondence
 - Building a volunteer base for the Visitors' Center
 - Contributing to decisions on Preserve merchandise
- Recreation Program
 - Overseeing beach passes and kayak rack rentals
- Board of Directors
 - Contributing to the maintenance of board materials and coordination of board meetings

- Purchasing office supplies in conjunction with other staff
- Contributing 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
- Skills and creativity in the design of online and printed outreach materials
- 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
- Ease with managing 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 and driving record background check before an offer of employment is made.

Job Details:

- Full-time, non-exempt position involving approximately 40-hours per week
- Salary commensurate with experience and qualifications – range \$20-\$22 per hour
- Generous vacation policy
- Retirement benefit

Procedures for Applying:

- Submit a cover letter and resume to Anne Rhoads, Ph.D., Executive Director, at info@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 will be reviewed as received and accepted until the position is 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.