

Shaping the Future of Your Community Program Assistant Coordinator

Salary/Compensation: Competitive salary and full benefits package

Location of position: Attleboro, MA

Employer: Mass Audubon

Description of employer

Mass Audubon protects 36,500 acres of land throughout Massachusetts. As Massachusetts' largest nature conservation nonprofit, we welcome more than a half million visitors a year to our wildlife sanctuaries and 20 nature centers.

Mass Audubon created the Shaping the Future of Your Community program to help the fastest-developing communities chart a more sustainable future through customized community workshops and direct assistance. We partner with land trusts, municipalities, regional planning and state agencies, and others.

Work schedule

This is a part time, 20 hour per week, one-year project to enhance capacity of the program, primarily in the Southeast region, potentially extended longer depending on funding availability.

General Job description

Assists coordination of the *Shaping* program and integration of sustainable development goals into educational programming. This person is responsible for organizing and conducting workshops and technical assistance projects; developing educational materials; enhancing regional collaboration; and conducting outreach, in collaboration with other program staff. The position is part of Mass Audubon's advocacy department, and also works in close collaboration our land protection, science, and education departments, wildlife sanctuaries, and external partners.

Qualifications

B.A. or B.S. in Land Use Planning, Community Planning and Development, Sustainable Development, Environmental Policy, or equivalent; Master's degree or candidate a plus; 1+ years experience in community planning, public administration, advocacy, program coordination, and/or nonprofit administration; Experience with public engagement and promotion of outreach programs; Excellent organizational and communication skills, including public presentation skills; Working knowledge of land use planning and sustainable development; Familiarity with GIS and maps preferred; Valid Massachusetts driver's license required.

For More Information and How to apply (link to website and/or provide email address):

<https://www.massaudubon.org/jobs/shaping-assistant-coordinator-advocacy-department>