



**Education Program Coordinator**  
**Job ID #360909**  
**Full-Time Admin Assoc 2, (8315A2)**  
**The Raptor Center**  
**University of Minnesota College of Veterinary Medicine**

**Program/Unit description:** Established in 1974 as part of the University of Minnesota College of Veterinary Medicine, The Raptor Center (TRC) is first and foremost a hospital for ill and injured raptors, caring for over 1,000 birds annually. As an internationally renowned veterinary teaching hospital, TRC trains students and professionals from around the world to become future leaders in raptor medicine and conservation and conducts multi-disciplinary ecosystem health research. In addition, TRC has a substantial education and outreach program to educate and inspire the public. Using raptor ambassador birds, TRC's education team uses innovative methods to reach over 150,000 people annually through a variety of programming at on and offsite venues and through virtual technology <https://www.raptor.umn.edu/>. All of this work is done with the assistance of a cohort of more than 300 volunteers. While part of the University of Minnesota, The Raptor Center functions as a nonprofit organization relying on philanthropic donations for much of the budget.

**Position description:** This position provides oversight and coordination of external (offsite) functions of The Raptor Center's education and outreach program and is the primary program manager of TRC education grant-funded initiatives. This position reports directly to the Education Director, who manages the onsite activities, animal care, and overall strategy of the Education Department.

**Essential functions:**

**Operational Support of Offsite Educational Programming (60%):**

- Work with the Education Director to create and continue to update programming content and standards for offsite events, incorporating monitoring and evaluation for effectiveness
- Coordinate scheduling of offsite programming, including interfacing with partner organizations, managing the schedule of employees, managing part-time/student/temporary presenters, and working with the College of Veterinary Medicine Operations and Finance for contracts and billing
- Manage logistics around offsite programming, such as maintaining biofacts, vehicles, equipment, obtaining out-of-state permits
- Deliver educational programming as needed

**Program Manager of Education Grant Funded Initiatives (20%):**

- Work closely with the Education Director and Executive Director (PI of grants) to coordinate grants and the special projects portfolio of the TRC education department including helping to develop budgets, managing milestones, providing regular and required reports to PI and funders, and tracking and monitoring expenses and budgets
- Supervise grant-funded dedicated staff, in coordination with the Education Director, including setting roles/responsibilities/expectations, conducting routine check ins and coaching, and ensuring that work is being done to successfully reach grant deliverable objectives
- Act as the primary point of contact for developing new relationships with internal and external partners

**Support onsite needs (20%)**

- Supports the Education Director with leadership of the education team
- Support onsite bird care, programming, and volunteer management when requested

**Other duties as assigned**

**Salary range:** \$48,000-\$53,000, depending on experience.

**Hours:** 40 hours per week; the schedule of hours could vary based on department needs and could include weekends and/or evenings.

**Minimum Qualifications:**

- A H.S diploma and 4 years of formal supervisory experience in a professional setting or a college degree and 2 years of formal supervisory experience in a professional setting
- Demonstrated experience teaching and/or public outreach with a diversity of communities and partners
- At least four years of experience with environmental, science, or nature-based education
- Strong oral and written communication skills and ability to connect with people of all ages
- Strong attention to detail and ability to multitask
- Ability to work both independently and collaboratively in a team environment
- Willingness to work weekends, evenings, and holidays
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Able to lift and carry 40 pounds
- Valid driver's license

**Preferred Qualifications:**

- Formal experience in curriculum development and/or monitoring and evaluation of programs
- Experience with live animal education programming, particularly with birds of prey
- Experience contributing to or writing grants

**How to Apply:**

All applications for this position are required to be submitted online at:

<https://humanresources.umn.edu/jobs> with the **Job ID #360909**

Applications mailed to The Raptor Center will not be considered.

**Cover letter and résumé required.** These documents can be attached to your application by assessing your "My Activities" page and uploading documents there. **This position will remain open until filled. For the best chance to be considered for this position, apply as soon as you are able.**

To request an accommodation during the application process, please e-mail [employ@umn.edu](mailto:employ@umn.edu) or call (612) 624-UOHR (8647).

**Diversity**

The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds.

The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the U: <http://diversity.umn.edu>.

**Background Check Information**

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.

**About the U of M**

The University of Minnesota, Twin Cities (UMTC), is among the largest public research universities in the country, offering undergraduate, graduate, and professional students a multitude of opportunities for study and research. Located at the heart of one of the nation's most vibrant, diverse metropolitan communities, students on the campuses in Minneapolis and St. Paul benefit from extensive partnerships with world-renowned health centers, international corporations, government agencies, and arts, nonprofit, and public service organizations.