

## Education Operations Coordinator Job Description

Job Title: Education Operations Coordinator  
Supervisor: Programs and Creative Director  
FLSA Status: Non-Exempt, Part-Time

The International Wildlife Rehabilitation Council is a non-profit organization that provides training, certification, and education benefits to wildlife rehabilitators worldwide. Our growing organization is looking for a proactive individual to manage classes. Though this is an administrative position, a personal background in wildlife rehabilitation, animal care, or environmental issues is preferred. Read more about our organization at [theiwr.org](http://theiwr.org).

### Working Conditions

This position is .75 FTE (30 hours/week) with potential for seasonal flexibility.

- Remote work environment
- Some evening or weekend on call requirements during courses (app. 12 weekends a year)
- Occasional travel possible

### Compensation and Benefits

- Pay \$23.25-\$24.00 hourly depending on experience
- Remote working stipend (\$40/month)
- Generous paid time off plan
- Flexible schedule
- SEP IRA
- Professional development opportunities

### Duties and Responsibilities

- Maintain seasonal website updates for online and in-person course availability and class registrations
- Maintain class and registrant data in database
- Engage in course outreach efforts
- Manage and engage independent contract instructors
- Organize and enact all aspects of classroom and virtual wildlife rehabilitation courses including:
  - Recruit hosts
  - Recruit instructors
  - Arrange logistics
  - Contract and communicate collaboratively with instructors and hosts
  - All aspects of communication with students from inquiry and registration to certificate issuance
  - Instructor support during lecture and lab sessions as needed
  - Manage grading and student feedback
  - Review and consolidate instructor invoices and receipts to send to office for payment
  - Review class evaluations

- Respond to course related office box emails and file receipts
- Phone support during working hours
- Data cleanup of Salesforce dashboards as needed

### Required Qualifications

- Outgoing and self-motivated individual eager to promote the mission of the IWRC.
- Self-disciplined, highly organized, communicative, and detail oriented.
- Thrives in a dynamic, collaborative work environment.
- Comfortable working in a remote setting with online work management software
- Ability to work effectively with diverse personalities in a tactful, decisive, and resourceful manner.
- Excellent interpersonal and verbal communication skills.
- Proficient with Google Suite and ability to learn new computer programs.

### Desired Qualifications

- 4-year college degree or AA degree specifically focused on wildlife issues, education, organizational/administrative management, or related field.
- Constituent relationship management database experience (Salesforce proficiency preferred)
- Paid, volunteer, or educational background in wildlife rehabilitation or related field
- Experience in administration, programming, or event management, ideally for a non-profit organization.
- Spanish or other non-English language proficiency

### How to Apply

Please **email your resume and cover letter as a single PDF to [director@theiwrc.org](mailto:director@theiwrc.org)**. The position is open until filled but priority review will begin **August 1**.

The International Wildlife Rehabilitation Council is an equal opportunity employer. Our organization serves a global community of wildlife rehabilitators, carers, and professionals and is made stronger by diversity. We do not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, parental status, marital status, veteran status, or national or ethnic origin. Candidates from diverse backgrounds are encouraged to apply.