

**Office of the Duke Forest
Duke University
Position Description**

Internal Title: Program Coordinator
External Title: Program Coordinator
Job Code: 2321
Job Family: 28
Job Level: 10
Term: Full-time

About the Duke Forest:

The Office of the Duke Forest is the university department responsible for the management and stewardship of the Duke Forest Teaching and Research Laboratory. The mission of the Duke Forest is to facilitate research that addresses fundamental and applied questions across a variety of disciplines and to aid in the instruction of all students in their pursuit of knowledge, especially regarding the stewardship of our natural resources. In total, the Duke Forest is approximately 7,100 acres in Durham, Orange, and Alamance counties. Management of the Duke Forest is guided by a comprehensive plan that promotes the Forest's academic mission while ensuring the protection of its natural resources. Five major management priorities that aim to maximize a wide variety of forest benefits guide the allocation of forest resources, and in particular, direct staff time and energy. These priorities also underlie strategic efforts to enhance the value of the Duke Forest as a University and community asset. More information is available at: dukeforest.duke.edu.

Occupational Summary:

The Program Coordinator (PC) is a talented administrator and educator with interests in science, the environment, and connecting people with both. The PC provides critical capacity for the Office of the Duke Forest across its strategic priorities—engagement and outreach, teaching and research, and management and stewardship. The PC works closely with the Assistant Director of Engagement and the Director to lead coordination and oversee implementation of established programs, as well as to create new programs that engage diverse audiences and activate the Duke Forest Strategic Plan. A successful PC appreciates the numerous roles the Duke Forest plays and the diverse audiences it serves, and expresses a sincere commitment to accomplish its mission with our team.

Work Performed:

Engagement and Outreach

- Coordinate citizen science programs: recruit and manage volunteers; create and deliver regular communications; host training events; deliver educational content (as needed); use communication/program management tools such as listservs, Microsoft Teams, and Google Sheets; perform QA/QC on data collected; share data (as requested) with scientists and other interested parties.
- Lead school groups and university groups on walking tours of the Duke Forest on a range of topics related to the Forest's natural history, human history, teaching and research legacy, role in natural resources conservation, and current activities across these themes; provide support, as needed, to others within and outside of Duke developing curriculum materials and in using the Duke Forest.
- Create and manage opportunities to work with Duke Forest staff, as well as university and community partners, to generate actionable ideas that enhance the inclusiveness and diversity of audiences engaged in Duke Forest programs.

- Coordinate, with Duke Forest staff, special events like the Annual Gathering and the Pine Cone Pacer 5K race.
- Support implementation, as needed, of the Volunteer Photography Corps program.

Management & Stewardship

- Coordinate field stewards program: support Duke Forest staff in developing this *new* program; create and deliver regular communications; host training events; deliver educational content (as needed); use communication/program management tools such as listservs, Microsoft Teams, and Google Sheets; aggregate and summarize data collected.
- Coordinate volunteer events as requested by groups and/or as needed by Duke Forest staff to support management: recruit volunteers; lead day-of efforts (often in partnership with other Duke Forest staff); deliver educational content (as needed); send follow-up communications.
- Assist with the administration and coordination of the Annual Deer Management Program and Deer Spotlight Surveys.
- Investigate novel uses of technology among recreational users on the Forest (GPS apps, drones, etc.) and support development/implementation of remediation strategies.
- Assist with occasional field management activities (as needed).

Teaching & Research

- Work with the Director to process and approve teaching and research registrations and to facilitate use of the Duke Forest for these purposes through the sharing of information/data, meeting on-site to orient users to the Forest, and other related activities; maintain up-to-date records in the teaching and research database.
- Work with the Director to help centralize access to data generated from studies on the Duke Forest through coordinating/connecting with research faculty and Duke resources such as the Duke Digital Repository.
- Compile and archive published research into an EndNote database and monitor web and other sources for newly published research generated from experiments on the Forest; investigate opportunities to develop a publically available and searchable index of this research.

Communications & Fundraising

- Assist with management of the Forest's communications including developing content for web, newsletter, and social media; engage Duke Forest staff to continuously improve the value of these communication outlets for community engagement and donor development.
- Identify and develop new communications and events to enhance community awareness and donor development (includes assisting with production and editing of newsletter, brochures, etc.); support event planning and implementation, as needed.
- Down-translate select published research into easy-to-understand short text for engagement communications.
- Represent the Forest to a diverse suite of stakeholders including: the teaching and research community; university and K-12 students; local citizenry; and Duke University administration through presentations, tours, multimedia projects, etc.
- Supervise/manage student workers that may be hired to support program work.

Qualifications:

- Bachelor's degree required
- Minimum 3-years' experience supporting/managing/implementing programs and events with a strong communications component.
- Excellent attention to detail and organizational skills; experience managing multiple concurrent projects.
- Excellent interpersonal, teamwork, and collaboration skills; experience working in a dynamic team environment with multiple goals and stakeholders.
- Excellent writing and editing skills; experience differentiating audiences and creating targeted messaging across platforms.
- High proficiency with Word, PowerPoint, Excel (required); Adobe Creative Suite (preferred).
- Experience with ArcGIS and geospatial tools (strongly preferred).
- Experience with relationship or fundraising management software (preferred).
- Valid NC Driver's license (required).

The successful applicant will be a consummate team player ready to work in the office or in the field as needed. Given the potential for field work, the successful should be able to endure 8-hour days in the field. Applicants must be comfortable working alone or in groups, in diverse forest types, and in various weather conditions. Some weekend work may be required.

To apply:

Please submit a resume and cover letter to: blake.tedder@duke.edu with the subject line: 2021 Duke Forest Program Coordinator. Applications will be accepted and processed on a rolling basis. Selected applicants will be contacted for phone and/or in-person interviews.

Duke University is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

Duke aspires to create a community built on collaboration, innovation, creativity, and belonging. Our collective success depends on the robust exchange of ideas—an exchange that is best when the rich diversity of our perspectives, backgrounds, and experiences flourishes. To achieve this exchange, it is essential that all members of the community feel secure and welcome, that the contributions of all individuals are respected, and that all voices are heard. All members of our community have a responsibility to uphold these values.