



## Norman Bird Sanctuary Properties Assistant

### **About Us**

Norman Bird Sanctuary in Middletown, Rhode Island welcomes 20,000 visitors each year to our 300-acre campus and 7 miles of hiking trails. In the 70 years since our founding, the property in our care has grown to include thriving wildlife habitats from grasslands, forests, rocky ridges, salt marsh, and dunes to sandy beach. Our facilities include a welcome center, an upgraded historic barn and farmhouse, an artist's studio, several classrooms, and a coastal education center. Visitors of all ages and backgrounds explore the main campus and trails and participate in hundreds of educational programs throughout the year.

With a fun and collaborative staff, a highly engaged board of directors, and an operating budget of over \$1 million, we work to fulfill the mission of our founder, Mabel Norman Cerio, who created Norman Bird Sanctuary through a bequest in 1949. Our mission is to spark people's curiosity to explore, steward, and find peace and joy in nature. While providing opportunities for people from all walks of life to learn from and enjoy the largest contiguous open space on Aquidneck Island.

### **Employment Opportunity**

Norman Bird Sanctuary seeks a temporary, part-time Properties Assistant. The Properties Assistant works in concert with the Director of Properties to deliver excellent standards in the conservation of the Norman Bird Sanctuary's natural and cultural resources, including ensuring and enhancing the visitor experience. Duties include assisting the Director of Properties in the management of eleven buildings and 300 acres of diverse habitat. We take pride in maintaining these facilities to provide visitors with a safe and memorable experience. The Properties Assistant plays an integral role in the stewardship of the entire campus and provides support for event programming as needed.

The right candidate will be an experienced trail hand who can confidently work independently and as part of a team. Candidates should possess a positive demeanor, time management skills to juggle a variety of projects daily, and the ability to communicate effectively with a variety of people including community members, staff, and volunteers.

### **Position Description**

In This Role You Will:

- Work in concert with the Properties department to plan and perform day-to-day and seasonal maintenance for buildings, grounds, and habitats.
- Support habitat protection and visitor experience, safety, and services through trail monitoring, equipment maintenance and ensuring clean and functioning facilities (including our public and private restrooms).
- Maintain high quality trails by mowing, weed-whacking, weeding, brush cutting, and stone wall clearing.
- Keep our buildings in pristine condition with ongoing maintenance and attention to detail. This includes painting, light carpentry, cleaning/sanitizing, and general repairs.
- Support on-site special events and programs.
- Be required to work on weekends and/or evenings to set-up and clean-up events and programs, monitor facilities, and provide animal care for our on-site henhouse.
- Other duties as assigned as they relate to this role.

## Qualifications

- High School or Equivalency Diploma
- A minimum of one year professional experience associated with the responsibilities of the position.
- Proven ability to work independently and collaboratively as a team member.
- Proven ability to complete assigned tasks and projects, meet deadlines, and manage multiple tasks.
- Familiarity with Rhode Island flora and fauna is preferred.
- The ability to work outdoors in all weather conditions.
- The ability to operate a tractor and similar large equipment.
- Experience using a chainsaw, weed-whacker, hedge trimmer and other small power tools.
- The ability to lift up to 50 pounds, push and pull heavy objects, and climb ladders is required.
- The ability to paint and perform light carpentry is required.
- Strong commitment to the mission of the Norman Bird Sanctuary.
- A valid driver's license is required for driving Sanctuary vehicles.
- Basic email and computer skills, specifically MS Outlook, Word, Excel.

## Position Details

This is a part-time position, 24 hours per week with flexible hours and weekends required. This part-time position is at-will, hourly, with paid sick time. The salary is commensurate with experience. The Properties Assistant will be supervised and led by the Director of Properties, who reports to the Executive Director.

Norman Bird Sanctuary is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

US work authorization is required, and a successful candidate will also be subject to a background check, based on the requirements of the position. Only job-related convictions will be considered and will not automatically disqualify a candidate. To learn more about your legal rights as a job applicant, please visit <https://www.eeoc.gov/laws/guidance/background-checks-what-job-applicants-and-employees-should-know>.

## Application Submission

Please send cover letter and resume to [cmoy@normanbirdsantuary.org](mailto:cmoy@normanbirdsantuary.org). Applicant review will begin immediately. Open until filled.