



# Osprey Wilds

## Environmental Learning Center

## Reservations and Events Coordinator Job Posting

[Osprey Wilds Environmental Learning Center](#) is a private, 501(c)(3) non-profit organization near Sandstone, MN that provides residential and day-use outdoor educational opportunities to a diverse audience in an intimate setting. The reservations and events coordinator plays a critical role on the Education Leadership Team by being on the front lines of communicating with schools and guests to ensure their reservation process and visit with us is successful. This person also manages our public events, ensuring we provide fresh, timely, and inspiring programming throughout the year. We hope you join our dedicated and passionate education team in our effort to instill a connection and commitment to the environment in people of all communities through experiential learning!

### **Responsibilities include but are not limited to:**

- Responding to emails and phone inquiries regarding potential reservations
- Take and confirm reservations and create contracts for K-12 schools and retreats and conference bookings
- Communicate with teachers from across the state to coordinate all pre-visit logistics and schedules
- Communicate with Osprey Wilds staff on school programs, rentals, and events logistics
- Respond to bid requests for organizations seeking conference facilities
- Train staff on duties related to rentals, events, and conferences
- Develop new public events and coordinate existing events
- Teach classes as needed
- Lead and support summer camp programming
- Greet and facilitate groups during their visit
- Participate in JEDI and other internal professional training and opportunity to sit on the JEDI committee
- Provide organizational support as needed or assigned

### **Osprey Wilds Expects our Education Leadership Team Members to be:**

- Committed to providing access to positive experiences in nature with all site visitors in an equitable and just manner
- Passionate about growing their skills and knowledge
- Tenacious and able to work in a fast paced environment
- Respectful and responsive communicators

### **We think you should apply if you:**

- Are willing to take initiative to support our programs and staff
- Consider yourself a self-starter
- Have a passion for animals and have a willingness for working with and caring for our animal ambassadors
- Have experience in working with learners of all ages; particularly adults
- Have wicked organizational skills and attention to detail
- Take pride in creating quality spreadsheets and forms
- Are able to be adaptive to meet your group's needs, including being vulnerable and stepping out of your comfort zone
- Have excellent verbal and written interpersonal skills
- Are able to manage a flexible schedule which includes evenings and weekends, 40-44 hours per week

### **Qualified candidates will have the following:**

- AA, BA or BS in a related field, or 3 years equivalent work experience/training
- Microsoft Office & Google Documents Proficiency
- Ability to learn new computer programs
- Experience with QuickBooks a plus
- Is COVID-19 vaccinated or is willing to become vaccinated
- Ability to respond to emergency situations which may occur outdoors in inclement weather, on water, and on rugged terrain
- Ability to lift 25 pounds on a routine basis

### **Benefits:**

- Work in a beautiful setting: 780 acres with coniferous and mixed hardwood forest, creek, prairie, and wetland areas, as well as a lake with a beach
- Salary starting at \$38,000
- Health, Vision, and Dental Plan options (\$5,250 individual/\$10,500 family deductibles)
- Life insurance, short-term and long-term disability insurance
- Simple IRA plan with 3% match
- HSA with employer contribution
- Free Employee Assistance Program
- \$300/year for professional development activities
- Made from scratch lunch provided during working hours
- Opportunity for receiving National Association for Interpretation Certified Interpretive Guide credentials, National Archery in our Schools Program Basic Archery Instructor certification, and other industry related certifications
- 3 weeks starting PTO with regularly scheduled increases
- 11 Floating Holidays

### **To apply, please email your cover letter, resume, three references to:**

Nadine Meyer, Education Director, Osprey Wilds Environmental Learning Center

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