

## Clinton Community Nature Center Job Opening

<b>Job Title:</b>	Director/Coordinator	<b>Job Category:</b>	Office/Environmental Education
<b>Department/Group:</b>	Clinton Community Nature Center	<b>Job Code/ Req#:</b>	Job Code/ Req#
<b>Location:</b>	Clinton, MS	<b>Travel Required:</b>	Local
<b>Level/Salary Range:</b>	\$22-25/hr	<b>Position Type:</b>	Part-time (20 Hrs/week)
<b>HR Contact:</b>	CCNC Executive Board	<b>Date Posted:</b>	8/15/2022
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)	<b>Posting Expires:</b>	9/1/2022

### Applications Accepted By:

**EMAIL:**

Email: ccnaturecenter@gmail.com  
Subject Line: Director of CCNC

**MAIL:**

Clinton Community Nature Center  
P.O. Box 93  
Clinton, MS 39060

### Job Description

**ROLE AND RESPONSIBILITIES**

Office management - 50% Director's role is primarily to be the face of the Nature Center (interact with the public) and to keep up with the calendar, and to pass tasks on to individual committees such as maintenance, finance, etc.

1. Return phone calls and emails
2. Keep calendar of events, rentals, update outdoor calendar
3. Monthly financial reports
4. Check mailbox
5. Memberships - work with database manager to keep current list of members, mail membership cards
6. Interact with volunteers and help maintain volunteer schedule
7. Other duties as assigned

Marketing - 20%

1. Make posts on Facebook and Instagram
2. Email events to Membership
3. Produce flyers and coordinate posting around town
4. Create monthly newsletter for email
5. Update website as needed

Education coordination - 15% Development and scheduling of programming related to education. Board members will help with instruction or instructor solicitation.

1. Plan educational series and find instructors
2. Plan summer camps
3. Plan lecture series and schedule speakers
4. Organize Nature Day with aid of board

Fundraising/Events - 15% This should largely be left to the board and volunteers, with the director's role as proposing ideas, scheduling, marketing, and providing direction.

1. Sponsorships - post on social media and Website according to sponsorship level
2. Print raffle tickets for drawings
3. Native Plant sales - work with plant team to post plant lists and email out lists

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### PREFERRED SKILLS

Excellent Communication Skills  
Computer Skills/Word Processing  
Results Oriented  
Self-Motivated  
Organized  
Team Player  
Creative  
Critical Thinker

### ADDITIONAL NOTES

This position is on a part-time to full-time track with increased funding. There are no absolute degree requirements, but applicants should have strong communication and interpersonal skills. Applicants should also have good social media skills.

While this position is not eligible for telework, the director can set their own schedule/maintain flexibility.

Reviewed By:	Audrey Harrison, Board President	Date:	10 August 2022
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time