

## **Director, Point Reyes Field Seminars Point Reyes National Seashore Association**

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Organization: Point Reyes National Seashore Association

Application: Open until filled

Salary: 40K-50K DOE plus benefits

### General Description:

The Point Reyes National Seashore (PRNSA) is located approximately 30 miles (50 km) north of San Francisco along the west coast of California. It is home to a wide range of plants and animals, dramatic beaches and cliffs, wooded trails, tranquil bays and a thriving local community.

### Position Overview:

The Seashore Association is a nonprofit organization that works in partnership with the National Park Service at Point Reyes National Seashore. The Association runs the Clem Miller Environmental Education Center, Point Reyes Summer Camp, Point Reyes Field Seminars, and operates bookstore outlets in three park visitor centers. It also works with the park on a range of initiatives that support resource protection, recreation, and the preservation of cultural heritage within the park.

The Field Seminars program serves approximately 2,200 participants a year and offers approximately 120 seminars annually. The purpose of the program is to provide adults and families with opportunities to learn about a range of topics related to the natural world including natural history, birds, art, marine ecosystems and photography from recognized experts in their field.

### Specific Responsibilities:

- Design, write, edit and oversee the production and distribution of 3 brochures (approximately 40 classes) each year.
- Plan and schedule each season of classes.
- Develop innovative new seminar classes.
- Recruit & Hire instructors; negotiate fees; issue contracts, write/edit class descriptions and arrange class logistics.
- Market the program to ensure high fill rates and fiscal stability.
- Periodically attend seminars and provide assistance and guidance and professionally represent PRNSA.
- Supervise a part-time (3 days a week) Field Seminars Program Coordinator whose responsibilities include administration and maintaining membership databases.
- Recruit, train, schedule and oversee volunteer facilitators.

- Maintain correspondence and positive working relationships with instructors, facilitators, participants, professional peers and National Park Service & PRNSA staff.
- Troubleshoot and take responsibility for problem areas and concerns as they arise
- Create and manage program budget
- Work with the program coordinator to set up and clean facilities used for field seminars.
- Periodically make presentations to the Board of Directors and community groups.
- The position reports to the Executive Director.

Qualifications:

- Bachelors Degree
- Excellent verbal and written communication skills.
- Experience with developing and maintaining productive working relationships with board members, donors, staff and partners.
- Good customer relations skills are essential.
- Ability to work as a leader of your department and as part of a team in support of broader organizational goals.
- Strong organizational, management, and administrative skills, with the ability to multi-task. This position requires a self-starter who pays significant attention to details.
- Proficiency in Microsoft Word, Access, Excel, PowerPoint and Adobe Creative Suite.
- Demonstrated program planning and management skills.
- Marketing skills and knowledge of media relations.
- Experience with a nonprofit organization preferred and a demonstrated interest in natural history and the arts.
- Physical Requirements: Must be able to lift and carry approximately 30 pounds and sit and use a computer and phone.
- Flexibility to work evenings and/or weekends when needed.
- Familiarity with Pt. Reyes National Seashore and/or National Park Service a plus.

To Apply: E-mail cover letter and resume to [markb@ptreyes.org](mailto:markb@ptreyes.org) or mail to:

Executive Director  
 Point Reyes National Seashore Association  
 1 Bear Valley Road, Bldg. 70  
 Point Reyes Station, CA 94956

No Phone Calls Please

To Learn More: [www.ptreyes.org](http://www.ptreyes.org)

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