



Job Description

Oiled Wildlife Programs Manager

Full time, exempt

JOB DESCRIPTION

The Oiled Wildlife Programs Manager is responsible for managing the activities of the oil programs department in conjunction with the mission of the organization. The Oiled Wildlife Programs Manager reports to the executive director and is responsible for the oversight and coordination of the program. Specific duties include, but are not limited to, the following:

- Oversee and coordinate oil programs (contingency planning, drills, workshops, response, and research) and personnel.
- Cultivate and maintain relationships with Tri-State's industry partners.
- Maintain and expand colleague contacts and networks.
- Ensure the readiness of Tri-State's oil spill response including personnel, training, facilities, and equipment.
- Ensure oil program response personnel have adequate safety training.
- Assist the executive director in the preparation and monitoring of the departmental budget.
- Serve as Tri-State's spill manager during a response; oversee notifications, wildlife protocols, safety, contract, personnel, public relations, and reporting. Participate in assessments and search and collection as needed.
- Review oil-related contracts and perform final review and approval with the executive director.
- Work with development department in fundraising activities as it relates to oil programs.
- Coordinate the team's contributions to Facebook and newsletters with the marketing department.
- Ensure Tri-State representation is appropriate and allowed by budget at Regional and Area Committee Meetings, drills, trade shows, meetings, and conferences.
- Work with the team to train, engage, and maintain volunteer resources.



- Coordinate orientation and training of program personnel; provide a program orientation for personnel outside the department new to the organization.
- Work with the team to prepare monthly reports for the board of directors.
- Participate in the strategic planning process as needed.
- Ensure that all banding records are completed as required and the banding permit is renewed annually.

Requirements

- Degree in emergency management, wildlife management, biology, or related environmental field.
- Possess 3–5 years of oiled-wildlife response or emergency response experience.
- Have the ability to mobilize rapidly and remain on scene for extended periods of time. Moderate travel required.
- Possess strong crisis management and leadership skills.
- Possess strong writing, computer, and analytical skills.
- Experience in ICS, HAZWOPER, and SCAT desirable.

All Tri-State employees are expected to:

- Attend departmental meetings and other meetings as scheduled.
- Participate in Tri-State events as needed.
- Participate in board committees as appropriate.
- Possess excellent interpersonal skills with the ability to interact with staff, volunteers, students, board members, industry personnel, government officials, and the general public.
- Be able to work independently but also as part of a team.
- Represent Tri-State professionally to the rehabilitation community, government agencies, and external partners.
- Exhibit a positive attitude and commitment to Tri-State's mission.
- Adhere to all work rules, procedures, and policies established by Tri-State. This includes, but is not limited to, those contained in the employee manual.