



## **Oiled Wildlife Programs Staff Position**

### **Oiled Wildlife Programs Manager**

Tri-State Bird Rescue & Research, Inc., is seeking a manager for our Oiled Wildlife Programs department to oversee and coordinate the projects and resources of the department in conjunction with the mission of the organization. Primary responsibilities include managing Oiled Wildlife Programs activities, such as preparing and delivering wildlife response plans, exercises, and workshops; ensuring the readiness of Tri-State's oiled wildlife response, including personnel, training, facilities, and equipment; ensuring Tri-State representation is appropriate and allowed by budget at Regional Response Team (RRT) meetings and Area Committee Meetings (ACM), exercises, trade shows, and conferences; and preparing and monitoring the departmental budget.

These activities often require frequent travel, and spill responses can involve extended stays "on-scene" as part of the response team. Applicants must have the ability to mobilize rapidly and remain on scene for extended periods of time (minimum of two weeks during a spill response).

Qualifications desired include a 4-year degree in emergency management, wildlife management, biology, or related environmental field; writing and computer (MS Office) skills; and the ability to work under pressure during oil spills. Strong organizational, time management and prioritization skills are required. Prior training or experience with oiled wildlife or the Incident Command System (ICS), supervisory and teaching skills, or advanced computer skills (e.g., GIS) would be beneficial and should be mentioned when applying. Excellent team management and communication skills and compassion for animals are essential.

This is a full-time, exempt position with health benefits and paid vacation that is based in Newark, Delaware. Applications will be accepted until the position is filled. A director-level position may be considered for a candidate with appropriate team management, project management, and spill response experience.

Tri-State is a federally licensed, 501(c)3 not-for-profit avian rehabilitation clinic located in Newark, Delaware, that provides professional care for a caseload of 3,000 native wild birds annually and is internationally recognized for providing oiled wildlife training and response to colleagues and industry partners for all wildlife species.

Interested applicants should submit a cover letter and resume to Lisa Smith, Executive Director, at [lsmith@tristatebird.org](mailto:lsmith@tristatebird.org).



## **Full 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.