

# Now Hiring: Wildlife Rehabilitation Director

Department: Wildlife Rehabilitation

**Schedule:** This is a full-time, year-round position with some work required on evenings and weekends.

**Anticipated start date:** February 2021

**Reports to:** Executive Director

**Compensation:** Starting salary is \$36,000. This position is salaried and exempt from overtime. We offer health insurance plus voluntary enrollment in supplemental benefits and [OregonSaves](#).

## Position Duties:

Chintimini Wildlife Center (CWC) seeks a Wildlife Rehabilitation Director to lead our wildlife rehabilitation efforts. Chintimini's Wildlife Hospital operates on about 5 acres and admits more than 2,000 injured and orphaned wild animals each year from Benton County and the surrounding area. Reporting to the Executive Director, this individual is responsible for the coordination, management and continuity of the organization's wildlife rehabilitation program and services. They are also required to coordinate with veterinarians, support staff, interns and volunteers with respect to scheduling, delegation, logistics and budgeting to ensure the successful facilitation of the Wildlife Hospital. Other managerial duties may be assigned as required.

## 60% Wildlife Rehabilitation

- Direct all aspects of the wildlife hospital including:
  - Assess, treat, rehabilitate, and release injured and orphaned native wildlife
  - Direct the daily care, housing, and feeding of on-site wildlife
  - Work in partnership with veterinary staff/consultants as needed with surgeries, administering medications, and executing treatment plans
  - Facilitate patient transport as needed, including admissions, transfers, and releases
  - Work cooperatively with government agencies (including ODFW, USFWS) regarding all permitted activities and ensure compliance with all applicable laws and regulations
- Supervise wildlife hotline, ensuring that advice is delivered quickly, professionally, and in accordance with all relevant laws, regulations, and wildlife management best practices
- Identify, report and/or resolve facility maintenance issues in a timely manner. Work cooperatively across all departments to support planning and execution of construction and maintenance projects.
- Develop and enforce policies to ensure safety and security of wildlife patients
- Maintain and promote safety of staff, interns, volunteers and guests

## 20% Supervisory Duties

- Assist in planning and facilitating program staff meetings (via video conference or in-person, as appropriate)
- Oversee the hiring, training, and development of program staff, volunteers, and interns
- Supervise program staff, volunteers, and interns while on shift and provide constructive feedback on an ongoing basis. When necessary, follow CWC disciplinary protocol to correct staff, intern, or volunteer behavior up to and including dismissal
- Participate in formal performance review processes for program staff and interns
- Help foster a positive work environment for staff, interns, and volunteers

## 15% Administrative Management

- Act as part of the organizational leadership team to develop and implement organizational policies, protocols, etc.
- Develop annual program budget and ensure revenue and expenses are within budgeted range
- Contribute to fundraising activities including donor relations, appeal letters, corporate sponsorships, and grant writing/reporting
- Prepare information and/or presentations for the Board of Directors, as directed by the Executive Director. Attend Board meetings as directed by the Board of Directors and/or Executive Director
- Oversee record keeping and preparation of all applications, renewals, and annual reports for agencies related to permits for wildlife rehabilitation
- Maintain timely and professional correspondence with CWC staff and volunteers, partners, and the public via phone, email, and in-person interactions

## 5% Public Relations

- Act as an ambassador and spokesperson for CWC and its mission as directed by the Executive Director
- Cultivate partnerships with local government agencies, nonprofit organizations, veterinary practices, universities, and other relevant stakeholders
- Contribute educational content for CWC's communications channels (web, print, social and other media)

## Required Skills & Experience:

- High School diploma or equivalent
- Three to five years of experience in wildlife rehabilitation, preferably with species native to Oregon
- Advanced knowledge of wildlife rehabilitation standards including species-specific diet & habitat needs, diagnostics, medical treatments, and restraint
- Ability to obtain ODFW Wildlife Rehabilitation Permit within 30 days of hire
- Commitment to following wildlife rehabilitation standards for quality of life, including the responsible use of euthanasia when an acceptable standard is not realistically possible
- Alignment with CWC's philosophy on wildlife rehabilitation including policy on nonnative species
- Two years of supervisory experience, including employees, interns, or volunteers
- Demonstrated passion for CWC's mission
- Excellent time management skills and ability to prioritize/delegate tasks
- Strong verbal communication & customer service skills
- Be punctual, detail-oriented, professional, and dependable
- Successful applicants will be required to pass a background check including motor vehicle records

## Physical Requirements:

- This is a physically demanding job. Successful applicants must be able to properly handle wild animals, including predatory mammals and large raptors. Physical requirements include but are not limited to:
  - Daily crawling, crouching, reaching high/low
  - Lifting/carrying loads of 5-40 lbs.
  - Use of tools like nets, shovels, rakes, and hedge clippers
  - Manual dexterity when handling small or delicate animals
  - Standing for long periods of time
  - Use of ladders

## Preferred Skills & Experience:

- Bachelor's degree in animal science, animal husbandry, biology, zoology, fisheries & wildlife science, or a related area
- Training and/or certification from the IWRC, NWRA, OWRA, or a similar organization
- Knowledge of Oregon's native flora and fauna
- Familiarity or experience working in wildlife education, particularly with captive wildlife ambassadors
- Bilingual

Contact Sarah Spangler, Executive Director at [director@chintiminiwildlife.org](mailto:director@chintiminiwildlife.org) with questions.

**Applications must be submitted via our [online application form](#).** For full consideration, please submit a completed application, resume and cover letter by Friday, January 15, 2021 at 11:59pm. This position is open until filled.