



Discover Life in America

WE'RE HIRING: Biodiversity Program Specialist

Reports to: Executive Director
Job status: hourly
Category: non-exempt
Classification: regular, full time

Interested applicants please send cover letter and resume to DLiA Executive Director, Todd Witcher at todd@dlia.org.

Overview of the position

Under the supervision of and in coordination with the Executive Director (ED) the biodiversity program specialist creates, coordinates, and conducts programs and activities related to education, outreach and outside partnerships at Discover Life in America (DLiA).

Key areas of responsibility

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them if the work is similar, related, or a logical assignment for this position. Other duties may be required and assigned.

- **Education programming.** Coordinate iScience (DLiA's schoolyard biodiversity project) and the development of the new Natural Resource Conservation Service (NRCS) biodiversity conservation program including teacher workshops, and recruiting new schools.
- **Developing educational materials.** Create materials related to public education in biodiversity conservation- specifically print publications: brochures, postcards, and fact sheets for the public and NRCS staff training, public education and events like farm days, signage for biodiversity demo sites, web page development.
- **Outreach and outside partnerships.** Coordinate programming, tabling, staff training and bioblitz events with NRCS, Tennessee Valley Authority (TVA) and potential future partnerships.

Qualifications

- Bachelor's degree in relevant field (preferred)
- Proven experience in developing, coordinating, and leading education and outreach programs
- Strong skills in marketing and outreach coordination, including social media management, email marketing, and other communication channels
- Experience in creating educational publications, videos, and signage
- Proficiency in Microsoft Office, Google Drive and Workspace, iNaturalist, Meta Business Suite, and Wordpress
- Reliable vehicle for transportation; ability and willingness to travel as needed
- Passion for sharing knowledge on biodiversity and native species conservation
- Excellent verbal and written communication skills
- Ability to work independently and collaboratively in a team environment
- A positive outlook, flexibility, and a friendly personality are pluses

Salary and benefits

- \$36,000 based on qualifications and experience
- Health insurance stipend
- 3% match 401k retirement
- Generous paid time off (annual leave, sick leave, holidays)

Location, hours, and travel

The DLiA office is located at 1316 Cherokee Orchard Road, Gatlinburg, Tennessee (37738) within Great Smoky Mountains National Park. The work of the BPS is typically performed at the DLiA office. Travel to off-site locations is occasionally required. Regular hours are 9:00a – 5:00p Monday through Friday, but occasionally weekend or evening work is required. Hours should average 40 per week and will vary depending on the season.