



**TITLE: EAST BAY PROGRAM MANAGER (VOLUNTEER)**

**LOCATION: EAST SAN FRANCISCO BAY AREA (HOME- AND FIELD-BASED)**

**SCHEDULE: VOLUNTEER OPPORTUNITIES ARE PART-TIME WITH LATITUDE AND FLEXIBILITY TO MEET CANDIDATE'S AVAILABILITY AND SCHEDULE.**

**REPORTS TO: EXECUTIVE DIRECTOR**

*Burrowing Owl Conservation Network (BOCN) is currently seeking an articulate, motivated East Bay Program Manager in a part-time volunteer capacity. The ideal volunteer candidate will be based in the East San Francisco Bay Area, particularly Antioch, Brentwood or Oakley. Previous environmental, wildlife conservation, birding, wildlife rehabilitation, nonprofit and/or education experiences are helpful, but not required. Training will be provided.*

**Learn More About This Position:**

As a BOCN volunteer, you can work on and lead activities that advance the conservation and protection of Burrowing Owls and critical habitat, while spearheading outreach in the East San Francisco Bay Area. Volunteering with BOCN is an excellent way to expand your network, enhance your skills and make a difference in the Bay Area's only remaining Burrowing Owl population stronghold.

This position offers an incredible opportunity to develop, implement and grow a species-specific conservation, outreach and education program. The Program Manager serves as the East Bay point person, and the role includes helping to acquire resources, coordinating team member efforts, defining the program's objectives and taking part in the planning of new initiatives.

**Key Responsibilities:**

- Execute routine site surveys including the Prewett Park Burrowing Owl Habitat Preserve, and monitor colonies and habitat in the community to ensure protection of Burrowing Owls
- Serve as East Bay first responder - responding to sighting reports and emergency calls received by BOCN headquarters
- Help develop community education programs for the Prewett Park Burrowing Owl Habitat Preserve

- Represent organization in the East Bay and attend occasional planning and city council meetings
- Communicate and coordinate with school personnel, after school clubs and home school groups regarding educational opportunities
- Perform field trips and classroom presentations
- Take a lead role in exploring community collaborations for Burrowing Owl conservation
- Identify, evaluate and propose solutions to program areas that need special attention
- Provide input, stories and photos to monthly e-newsletter and quarterly newsletter
- Work with other BOCN volunteer staff to develop, recruit and maintain a Volunteer Response Corps
- Assist in other programmatic functions as required, such as attending special events, to support the program

**Benefits:**

- Gain additional experience
- Develop important connections
- Obtain a sense of achievement in accomplishing goals and improve your resume
- Gain personal satisfaction and rewards
- Demonstrate your commitment to community development by volunteering
- Join us as we continue making history for Burrowing Owl and wildlife conservation

**Apply:**

Review our web site and send a brief cover letter and resumé or bio to:  
***info@burrowing-owl.org***

Please indicate “East Bay Program Manager” in the subject line.

**Organization:**

Burrowing Owl Conservation Network advocates for the protection and restoration of the Burrowing Owl and promotes the preservation and careful management of habitat to prevent loss, foster healthy populations, and maintain intact natural communities for an ecologically sound future.

BOCN, a 501(c)(3) nonprofit organization, strives to achieve its mission by educating communities, performing on-the-ground conservation work, garnering land owner cooperation, championing progressive burrowing owl and habitat management policies and laws, increasing scientific research, and fostering appreciation.