

**Lincoln Park Zoological Society
Position Description**

Position Title	Society Coordinator
Status	Hourly part-time
Position Reports To	President of the Board of Directors
Date of Description	July, 2012

Summary

Performs a variety of tasks ranging from administrative tasks for the Lincoln Park Zoological Society, organizing and supervising Society events, assisting the Curators of the Zoo as needed, and researching and applying for various grants for Society and Zoo projects. Working hours will be flexible and self-reported, and may include occasional weekends or holidays as specific events require.

Essential functions may include

- 1) Maintain membership list of the Society
- 2) Act as editor of Zoo Nooz: collect articles and information from contributors and coordinate with printers; act as liaison for advertisers
- 3) Electronic media: develop and maintain website
- 4) Organize Volunteers: recruit and organize list; contact volunteers as needed for Society and Zoo needs.
- 5) Assist the Curators of the Zoo: occasional routine office work; perform research when needed
- 6) Special Events: coordinate paperwork for the Society and the participating groups; recruit and coordinate volunteers; work at the event as needed
- 7) Project funding: research and apply for specific grants for Society and Zoo projects
- 8) Public relations is an integral component of this position.

Qualifications

Education

The applicant must have a high school diploma or GED. Further education is preferred but not required. Prior involvement in non-profit organizations and/or grant writing is preferred but not required.

Language skills

Applicant must be able to read and interpret grant applications, and possess the ability for effective technical writing. (S)he must be able to effectively present polished, professional presentation to supervisors and the public.

Technological Skills

Applicant must have a thorough knowledge of personal computers and associated software. (S)he must be able to effectively and promptly communicate by email. Must have the knowledge, or the ability to acquire the knowledge, to further develop and maintain the Society website. (S)he must be able to use a cell phone.

Transportation

Applicant must have reliable transportation, valid driver's license, and insurance.

Other job specifications

- 1) Hours are flexible, as long as job duties are complete and coordinator is accessible as needed

- 2) Coordinator is required to attend all Board of Director meetings and committee meetings (as appropriate), and special events unless excused prior to meeting
- 3) Details will be worked out for provisions for technology (ie computer, printer, cell phone, and internet access)
- 4) Mileage will be reimbursed when appropriate

Reimbursement

Initial starting pay will be \$15/hour, with a merit increase at 6 months, then annually as appropriate. Wages will be paid for hours worked, up to 1040 hours annually.

Submit resume and letter of interest by August 31, 2012 to:

Lincoln Park Zoological Society
PO Box 321
Manitowoc, WI 54221-0321

For questions, contact

Betsy Winga, President
(920) 242-3260
manitowoclpzs@gmail.com