

## Friends of the Front Range Wildlife Refuges

**Position Title:** Nature's Nest Coordinator

**Salary Range:** \$20-23/hr, 35 - 40 hrs per week

**Position Reports to:** Executive Director

**Start Date:** January 2024

**Application Deadline:** Rolling

**Application Process:** Please submit a resume and cover letter, clearly illustrating candidate's strengths as related to this position description, to [board@ffrwr.org](mailto:board@ffrwr.org)



---

### Organizational Overview:

The mission of the Friends of the Front Range Wildlife Refuges (FFRWR), a certified 501(c)3 organization, is to support and promote the Rocky Mountain Arsenal National Wildlife Refuge (RMANWR) and Rocky Flats National Wildlife Refuge (RFNWR) in their efforts to conserve and restore native habitat and wildlife, as well as to provide meaningful opportunities for the public to experience wildlife and nature near a major metropolitan area. FFRWR also raises funds for refuge programs by running the store in the RMANWR Visitor Center, Nature's Nest, maintaining an active donor base, and by hosting an annual fundraising dinner and silent auction. FFRWR also is the fiscal sponsor of Generation Wild Northeast Metro Coalition (NEMC).

### General Summary of Position:

The Nature's Nest Coordinator is responsible for the managing the gift shop at the RMANWR, Nature's Nest. The Nature's Nest and will oversee inventory, all financial activities, and manage a group of volunteers who work in the store and, when necessary, provide coverage in the store. The ideal candidate is a highly organized person with an outgoing personality and an ability to work independently. The Manager should be entrepreneurial, a creative problem solver, and a strategic thinker.

The Nature's Nest reports directly to the Executive Director and works closely with FFRWR board members, committees, volunteers and US FWS staff. The position may involve work during weekends.

### The responsibilities of the Nature's Nest and Fundraising Manager include the following:

#### Retail and Nature's Nest Management:

- Ordering and keeping inventory, overseeing pricing and stock control, maximizing profitability and meeting sales targets, managing store budget, and preparing sales reports.
- Keeping the online version of the store up to date and dealing with all orders.
- Ensuring compliance with health and safety legislation.
- Promoting and marketing the business.
- Working with the public, dealing with customer queries and complaints.
- Providing staffing for the store if no volunteers are available, including working in the store and recruiting and coordinating volunteers.

### Required Qualifications

- Ability to meet deadlines and multi-task, work effectively under pressure, handle competing priorities with a team and independently and enjoy working with team of dedicated volunteers.
- Ability to work weekends if necessary and enthusiastic about nature and outdoor recreation.
- Team player, enthusiastic, creative, critical thinker, and self-motivated with strong organizational and math skills, excellent verbal and written skills, computer skills, and inventory planning, ordering, and tracking.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Experience in retail work preferred, including ordering and inventorying of merchandise with experience with QuickBooks and Square a plus.

- A general enjoyment in interactions with the public and children.
- Excellent position for a motivated individual looking to grow the job into new areas.
- Candidate must be a US citizen.
- Candidate must present a valid driver's license and must have reliable transportation.

#### **Preferred Qualifications**

- Experience and enthusiasm for retail.
- Experience in marketing and communications.
- Spanish-speaking preferred.

#### **Hours and Compensation:**

Benefits for full time employees include a stipend for health, dental, and vision insurance, paid vacation, holidays, and professional development opportunities.

Hours of work include 35-40 hours per week, including working in Nature's Nest on rotating weekends if necessary, from 8:30 to 4:30 pm. Other hours in the store will vary depending upon the schedule of the volunteers.

#### **How to Apply:**

Please read about Friends of the Front Range Wildlife Refuge at [www.FFRWR.org](http://www.FFRWR.org) .  
Please send a cover letter, resume, and two references to [board@ffrwr.org](mailto:board@ffrwr.org).  
Resumes will be accepted on a rolling basis. Position will be hired by Spring of 2025.

*Friends of the Front Range Wildlife Refuges is an Equal Opportunity Employer, committed to a diverse workforce. Individuals from all backgrounds are encouraged to apply, including persons with disabilities and veterans.*