



Seattle Audubon seeks a volunteer Project Manager for the Centennial Book and Oral History Projects

The Project Manager will be the prime coordinator of the two main projects of Seattle Audubon's History Committee: the oral history project and the Seattle Audubon Centennial book project. The oral history and book projects will primarily run independently, but coordination of these projects as well as the other projects are necessary. The Project Manager will assist in recruiting volunteers for research and presentation, as well as interact with the Executive Director to assist in developing budget requests. The Project Manager will prepare the meeting agendas and chair the meetings. Time requirement will vary depending on the role the Project Manager adopts. As a coordinator, only a few hours a month are needed. If the Project Manager also takes on research, writing, and/or presentation work, the hours could increase substantially. The workload should increase as we near 2016. Currently the History Committee meets quarterly for two hours.

The Project Manager should be an organized self-starter who has an interest in documenting and presenting the interesting history of Seattle Audubon. Experience in such projects, including presentation of the results, would be a substantial bonus.

Please contact Jen Mullen, Volunteer Coordinator, jenm@seattleaudubon.org or 206.523.8243 x 12, for additional information.