



26400 Haines Road, Clarksburg, MD 20871
www.SCWC.org

Second Chance Wildlife Center – Job Description

Job Title: Manager of Education & Community Engagement

Location: Clarksburg, Maryland (Full-Time – primarily on-site but some remote work possible)

Schedule: 5 days/week

Starting Compensation: \$20.00 per hour

Classification: Non-Exempt (eligible for pre-approved overtime)

Benefits: Eligible for Medical & Dental Insurance, paid PTO

About Second Chance Wildlife Center

Second Chance Wildlife Center (SCWC) is a beloved and respected 501(c)(3) nonprofit providing emergency medical care and long-term rehabilitation to over 2,500 wild animals representing over 120 species each year. Now in our 31st year of service to Maryland's wildlife and residents, we have recently moved to a newly constructed and custom-designed facility on more than 8 acres of beautiful land in Clarksburg, Maryland. This relocation marks an exciting new chapter for SCWC. With a passionate team, highly engaged and supportive Board of Directors, an outstanding reputation for licensed wildlife care, and a state-of-the-art facility as our foundation, we are now setting goals for equally impressive efforts in operational excellence, professional growth, and expanding our mission's impact through dynamic education and community engagement efforts.

Position Summary

We are seeking an energetic, organized, and highly motivated **Manager of Education and Engagement** to support our new Education & Community Engagement program. This newly created role will work closely with SCWC's President and its Director of Operations to ensure the effective development and execution of education and volunteer initiatives, social media engagement, media library and educational asset management, donation drives, public presentations and events, and some administrative functions. Fundraising messaging will be incorporated across all of these aspects of the program. The chosen candidate will also collaborate with SCWC's Wildlife Veterinarian, Clinic Director, Wildlife Rehabilitation Technicians, and Admissions team members to develop and disseminate valuable information to the public (including SCWC's supporters and donor prospects).

The ideal candidate will be a skilled communicator with a deep appreciation for wildlife, strong organizational capabilities, and a mix of creativity and analytical skills to help effectively develop and convey our messaging across various platforms and in person. You will help bring our mission work to life for the public, volunteers, interns, and community partners, civic leaders, news media, and others while supporting our needs for efficient operations working within limited resources.

Key Responsibilities

Education & Public Engagement

- Support the President in developing and launching a new impact-driven educational outreach program, including in-person, virtual, and youth-focused (possible Kids Club) components.
- Assist with content development, coordination, and logistics for educational events and presentations.

- Learn and accurately communicate SCWC’s wildlife rescue guidelines and key messaging (training provided) to people with various levels of familiarity/awareness.
- Research and secure opportunities to present to community groups, civic leaders, schools, etc.
- Communicate the natural history of native Maryland wildlife and migratory species across a variety of touch points and media.
- Coordinate with vendors to produce branded educational materials, merchandise, videos, etc.
- Manage the on-site education display and associated specimens.
- Assist in the future development and management of a new SCWC website (timeline TBD).
- Work with staff leadership to create a deeper sense of “community” among SCWC supporters.

Social Media, Marketing & Communications

- Work hand-in-hand with SCWC’s President to create & curate engaging informational content for SCWC’s social media platforms and maintain our media/content library.
- Collaborate with staff to gather and organize photos, videos, and specimens that highlight SCWC’s programs in action.
- Support the development of video shorts and social content to raise awareness, drive engagement, and generate donations.
- Utilize tools like Canva, Adobe, or similar to create visually compelling digital communications as part of renewed branding and positioning efforts in 2026 and 2027.
- Help President track and analyze social media data, trends, ad placement and response rates, etc.
- Encourage and provide guidance to assist community groups in organizing donation drives and fundraisers for SCWC, and to promote awareness of SCWC on NextDoor, Facebook, etc.
- Support SCWC’s President in writing and distributing media alerts and press releases.
- Help SCWC’s efforts to benefit from collaborations with influencers and to become a more prominent influencer itself.

Volunteer & Internship Program Support

- Working with Director of Operations and other department heads, assist with:
 - Assisting department heads in posting volunteer and internship opportunities.
 - Coordinating and scheduling volunteer/intern interviews, orientations, and onboarding sessions for Department Heads.
 - Developing welcome and recognition programs for volunteers & interns.
 - Tracking and recording volunteer and intern hours in SCWC’s database.
 - Possibly help create visual content for orientation sessions.

Operations & Administrative Support

- Assist SCWC’s Veterinarian and Clinic Director in creating and maintaining an Animal Care Reference Library.
- Provide general administrative support as directed by the Director of Operations and President.
- Maintain conference room reservations & schedule.

Qualifications & Skills

Required:

- Passion for wildlife conservation, community education, and nonprofit work.
- Organized, detail-oriented, and able to manage multiple projects/supervisors simultaneously.
- Strong written, verbal and verbal communication skills.
- Experience managing and creating content for social media platforms (Facebook, Instagram, TikTok, YouTube, etc.).
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Friendly, calm, and professional demeanor in person, by phone, and in writing.

Preferred:

- Background in wildlife rehabilitation/conservation/education, communications, nonprofit operations, or related fields.
- Experience with Canva, Constant Contact, Square, Blackbaud, iMovie, YouTube Studio, TikTok Creator.
- Creating or managing media asset libraries/databases.
- Public speaking experience (training on wildlife rehabilitation messaging available if needed).

Working Conditions

- Must be able to work onsite at our Clarksburg facility 40 hours per week, 5 days a week (Monday-Friday), although there may be some opportunities for occasional work from home.
- Occasional weekend, holiday, or evening availability may be required.
- Ability to lift and carry materials (up to 25 lbs.) for event setup/teardown, picking up materials from vendors, etc.
- Need to have access to reliable transportation to work and to occasional educational outreach events.
- This position is eligible to receive pre-approved overtime pay.
- SCWC is open for patient admissions 365 days a year.

Benefits

- SCWC is an equal opportunity employer
- For full-time employees, SCWC benefits include paid PTO and sick leave, the opportunity to participate in our group Medical and Dental insurance plans, overtime (if pre-approved), and 1.5x regular pay for Federal holidays observed by SCWC, and more.
- SCWC holds active insurance coverage for liability, workers compensation, and more.

SCWC also supports its employees with policies and procedures for safety, anti-discrimination, anti-harassment, anti-retaliation, and more.

How to Apply – PLEASE FOLLOW INSTRUCTIONS CAREFULLY. The ability to follow directions is important to this role.

EMAIL Cover letter and resume to Careers@SCWC.org as ONE PDF document on or before **February 13, 2026. Be sure to address/highlight experience related to key job functions of this position in your cover letter and resume. We will try to respond to each applicant. If you wish to follow-up, please do NOT call SCWC. Send inquiries to Careers@scwc.org.**