



CHEYENNE MOUNTAIN ZOO

Job Description

Position Title: Palm Oil Coordinator
Department: Conservation
Reports to: Conservation Manager
Supervises: N/A
FLSA Status: Non-Exempt

POSITION SUMMARY: This full time position is responsible for specifically helping to oversee the Zoo's sustainable palm oil program as well as other conservation projects as needed. This includes maintaining the Zoo's sustainable palm oil shopping app, developing relationships with our partners and educating other zoos and aquariums about sustainable palm oil.

QUALIFICATIONS AND REQUIREMENTS:

- Minimum of BA or BS Degree in wildlife biology, zoology or related field preferred.
- This job requires flexibility in work schedule with week day, weekends, and evenings as necessary to fulfill job duties.
- National and international travel is possible, but not required.
- Must have excellent written and verbal communication skills and demonstrate the ability to interact clearly and effectively with both internal and external customers.
- Able to work alone or with minimal day-to-day supervision.
- Ability to work at a fast pace while still paying attention to details.
- Must have the ability to perform extensive research on varying topics.
- Possess the ability to organize and prioritize while working with strict deadlines.
- Superior customer service skills required.
- Must have a valid driver's license and must be insurable as a Zoo Driver.
- Must submit to and pass a pre-employment drug/alcohol screening and criminal background check.
- Must be able to provide proof that you can legally work in the United States.
- Skilled in establishing and maintaining effective working relationships with co-workers, vendors, Zoo staff, and the public.
- Must have a high attention to detail.
- Take ownership and pride in responsibilities.
- Ability to make good decisions regarding animals, guests and the organization.
- Ability to remain calm under pressure.
- Must be a self-starter, take initiative, possess a high level of multi-tasking ability under high degree of pressure and be able to work with limited supervision.

RESPONSIBILITIES AND DUTIES:

ORGANIZATIONAL EXPECTATIONS:

- Ensure discretion with confidential information.
- Maintains courteous, helpful and professional behavior on the job. Will support the success of the entire team by promoting a collaborative work environment.



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- Adheres to all CM Zoo Policies and Procedures, CM Zoo Safety Policies and Procedures, USDA guidelines and OSHA safety guidelines.
- Consistently contributes to problem-solving and cooperates with identified resolutions.
- Must demonstrate regular attendance and punctuality.
- Brings issues and process improvement ideas to the attention of the Supervisor.
- Maintains verbal and written skills required for the position.
- Attends meetings and participates in committees as required.
- Completes trainings as required.
- Adheres to Company Dress Code Policy. Always "Zoo Crisp!"
- Demonstrates appropriate level of time management in support of co-workers and the entire team.
- Represent the Zoo in a professional manner

DEPARTMENTAL EXPECTATIONS:

To include, but are not limited to the following:

- Update our sustainable palm oil shopping app as needed (daily/weekly/monthly).
- Research RSPO member company ACOPs (Annual Communication of Progress) yearly to determine appropriate rating for app and update as needed.
- Send out "push notifications" on the app when new companies join the RSPO (Roundtable on Sustainable Palm Oil).
- Maintain the sustainable palm oil shopping store in Primate World.
- Maintain the letter writing/coloring station in Primate World.
- Send out letters/coloring sheets to companies monthly.
- Work with other Zoos and Aquariums nationally and internationally to help them begin sustainable awareness programs at their institutions.
- Update, and expand our sustainable palm oil tool kit as needed.
- Send out and analyze a yearly palm oil survey for both AZA and WAZA.
- Make preparations for palm oil team members to attend the AZA's yearly tradeshow to promote our sustainable palm oil program.
- Help plan and facilitate on-grounds sustainable palm oil awareness events.
- Work closely with WAZA palm oil sub-committee to help maintain the global sustainable palm oil shopping app.



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- Continuously update Zoo staff on companies joining the RSPO and other industry updates.
- Complete the Zoo's yearly ACOP for the RSPO.
- Work with all departments within the Zoo to ensure they are working toward purchasing only products that contain CSPO.
- Conduct yearly inventories for each department to ensure they are purchasing products from RSPO members.
- Work with the Zoo's catering and gift contractor, SSA (Service Systems Associates), to ensure they are working toward using only companies that are members of the RSPO.
- Must be extremely knowledgeable about the palm oil crisis and continuously stay up-to-date on issues, happenings, progress etc.
- On-going (daily/monthly/yearly), extensive research on sustainable palm oil, companies, the RSPO etc. is necessary.
- Support and/or do research for other zoo conservation projects as needed.
- Other duties as assigned

BENEFITS AND COMPENSATION

This is a fully benefited position including group medical, dental, vision, life, and disability insurance; paid holidays, vacation & sick time; retirement plan; a zoo membership; eligibility for the bonus program; and discounts on concession and gift shop purchases. Compensation for this position is \$22 – 24.00/hour/full time/40 hours a week.

To apply: Please send your resume and cover letter (both are required to be considered) to Nchaney@cmzoo.org. No phone calls please.