JOB ANNOUNCEMENT

JOB TITLE: Watershed Education Coordinator

Location: Missoula, MT
Position Type: Regular, Full-time (40 hours per week)
Expected Start Date: Target July 2015

OVERVIEW: The Clark Fork Coalition (CFC) is seeking an experienced professional to join the team as its Watershed Education Coordinator. The Coordinator implements high-quality education, public engagement, and volunteer opportunities to enhance people’s understanding of the importance of clean water and increase their involvement in sustaining a healthy Clark Fork watershed. Reporting to the Outreach & Marketing Director, the Coordinator creates, organizes, and promotes school programs, public forums, workshops, and river-based service projects. The Coordinator is part of a small, high-impact team and is integral to helping the CFC fulfill its mission to protect and restore the Clark Fork basin.

Essential Functions:

- Manage, promote, and design resources, curricula, and service-learning activities for CFC’s K-12 watershed education programs.
- Develop, coordinate, and promote CFC’s adult education offerings, including talks, tours, and policy briefings on important water-related topics.
- Help design and facilitate hands-on workshops and trainings that provide practical tools in water stewardship to landowners, irrigators, professionals, and natural resource managers.
- Help create and implement service projects for CFC’s Volunteer River Corps, such as trash cleanups, stream restoration, advocacy opportunities, and more.
- Raise awareness of watershed issues and CFC’s mission, programs, and work by helping to implement social media strategies and assisting with tabling and community outreach.
- Assist in raising funds for CFC’s education and outreach programs, including grant research, development, and reporting, donor cultivation, and membership promotion.

Other Responsibilities:

- Attend staff meetings, board meetings, and CFC-sponsored events.
- Participate in organization-wide planning, budgeting, and fundraising.
- Perform other duties as requested with a sense of humor and team spirit.
- Project commitment to and professional enthusiasm about CFC’s work to protect and restore the watershed.

Desired Skills, Qualifications & Qualities:

- Bachelor’s degree in natural resources, environmental studies, education, or related field
- Experience in environmental education, volunteer coordination, public speaking, and project management
- Experience in writing standards-based curriculum
- Exceptional interpersonal and communications skills
- Ease and comfort using Microsoft Office and social media channels
- Keen organizational and problem-solving skills
- Capacity to juggle multiple tasks in a high-energy environment
- Flexible, reliable, and self-directed work style
- Ability to work collaboratively and in a team environment
- Positive, motivated, energetic, and empathetic attitude
- Ability to motivate and inspire interns and volunteers

Compensation:
- Based on qualifications and experience
- Generous Paid Time Off
- Employer-paid health coverage and life insurance
- Retirement contribution

HOW TO APPLY
- Supply the following documents in a single PDF in the order listed below:
  - Cover letter
  - Resume
  - Three professional references
  - Writing sample
  - Optional: example showcasing curriculum development skills
  - Optional: written letter of recommendation
- Submit required information by May 20, 2015 to: info@clarkfork.org

ABOUT THE CLARK FORK COALITION: Founded as a member-supported conservation nonprofit in 1985, the Clark Fork Coalition works to give the people, fish, and wildlife of western Montana cleaner water and healthier rivers. We do this by applying scientific, technical, legal, and educational expertise to restoring and protecting vital water resources in the 14 million-acre Clark Fork watershed. Our 2015 budget is $1.2 million and our work is conducted by a staff of 13, based out of our main office in Missoula and a ranch office in the Deer Lodge Valley. Our methods are science-based and results-oriented, with an emphasis on energetic outreach at the community level.