LOWER CLARK FORK WATERSHED GROUP

Watershed Coordinator Job Announcement

About the Lower Clark Fork Watershed Group. The Lower Clark Fork Watershed Group (LCFWG) is a non-profit organization formed in 2003 to connect and assist landowners, agencies, and corporate partners with planning and implementing watershed restoration projects throughout the Lower Clark Fork River and its tributaries. Our mission is to facilitate collaboration among watershed stakeholders and to coordinate efforts to maintain, enhance and restore the ecological integrity of tributaries in the Lower Clark Fork River area, with a focus in Sanders County, Montana.

Essential Functions of the Watershed Coordinator's Position.
The Watershed Coordinator is responsible for administering and providing organizational management of the LCFWG. The Coordinator builds and maintains positive working relationships with landowners, agencies, and other partners to identify, plan and implement on-the-ground watershed restoration projects in the Lower Clark Fork watershed. Other key functions of the Coordinator include organizing, safely implementing, and monitoring in-field activities, along with identifying, applying for, and securing funding to support general operations and specific projects. The Coordinator also promotes LCFWG's mission through effective communications with project partners and the general community.

Specific Duties.
Organizational Management—**~20%**

- Implement Board Policy.
- Work with the Board to develop project workplans, timetables and budgets.
- Prepare grant applications and administer funding contracts.
- Provide regular updates to the Board, project partners and project-specific sponsors and funders.
- Conduct stakeholder and community outreach efforts in support of LCFWG's mission.

Project Coordination and Management**—~35%**

- Work with landowners and other project partners to ensure appropriate project permissions are in place.
- Keep a record of implementation progress and regularly update project partners.
- Monitor project outcomes.
- Develop and implement maintenance plans to ensure work is performed in a timely and effective manner.
- Maintain communication with landowners.

Administration—**~45%**

- Maintain active business registration status with the State of Montana.
- Work with LCFWG's contracted accounting firm to track all financial expenditures.
- Work with LCFWG's contracted accounting firm to provide monthly payroll, tax and withholding processing; monthly bookkeeping; financial reporting for funders and the Board, and preparation of the annual 990 tax return.

Qualifications.
Bachelor's Degree and a minimum of two years' experience with natural resources, conservation biology, botany, hydrology, or related experience, or an equivalent combination of education and experience. Training or experience with GIS, databases, and recordkeeping software. Experience working with private landowners, state and federal land managers, and other stakeholders on planning and implementing watershed restoration or other applied conservation projects. Meeting on-site with landowners and agencies, and attending and holding meetings, will require some commuting; therefore, applicant should be based in an area that facilitates this requirement.

Knowledge, Skills and Abilities.

- Outgoing and diplomatic personality with the ability to develop relationships with people from diverse backgrounds and views. Ability to represent LCFWG and respond to general inquiries.
- Ability to work collaboratively, accept responsibility, and motivate colleagues.
- Ability to communicate effectively, both verbally and in writing with landowners, the public, media, professional colleagues, and governmental entities.
- Experience with and knowledge of natural systems.
- Familiarity with standard field sampling techniques and data management, including digital photography and GPS data collection and management.
- Demonstrated expertise in MS Office, including Word, Excel, PowerPoint, and Outlook. Basic experience with database management and computer functions.
- Proven organizational skills and strong attention to detail. Ability to meet deadlines and juggle multiple tasks.
- Physical requirements: ability to walk a mile or more over rough terrain and navigate in remote areas. Coordinator will periodically meet with landowners, contractors and partnering agencies on-site.
- Is self-driven and can work independently with minimum supervision. Ability to work from home.

Compensation.
Salary range for the position is $25.00 to $35.00/hour or negotiable DOE. LCFWG provides a monthly stipend for health insurance and provisions for accumulating paid time off. Hours vary and can range from 20 to 32 hours/week depending on seasonal work duties and funding source availability.

To apply.
Email a letter of interest, resume, and contact information for three references to **info@lcfwg.org** with "Watershed Coordinator Search" in the subject line. Applications are only accepted electronically. Questions regarding the position may be directed to Jon Hanson, LCFWG Board member, at 406-542-5961. Screening of applications begins in mid-November and the position offering is open until December 15, 2025 or until the position is filled. LCFWG is an equal opportunity employer.

Lower Clark Fork Watershed Group
www.lowerclarkforkwatershed group.org

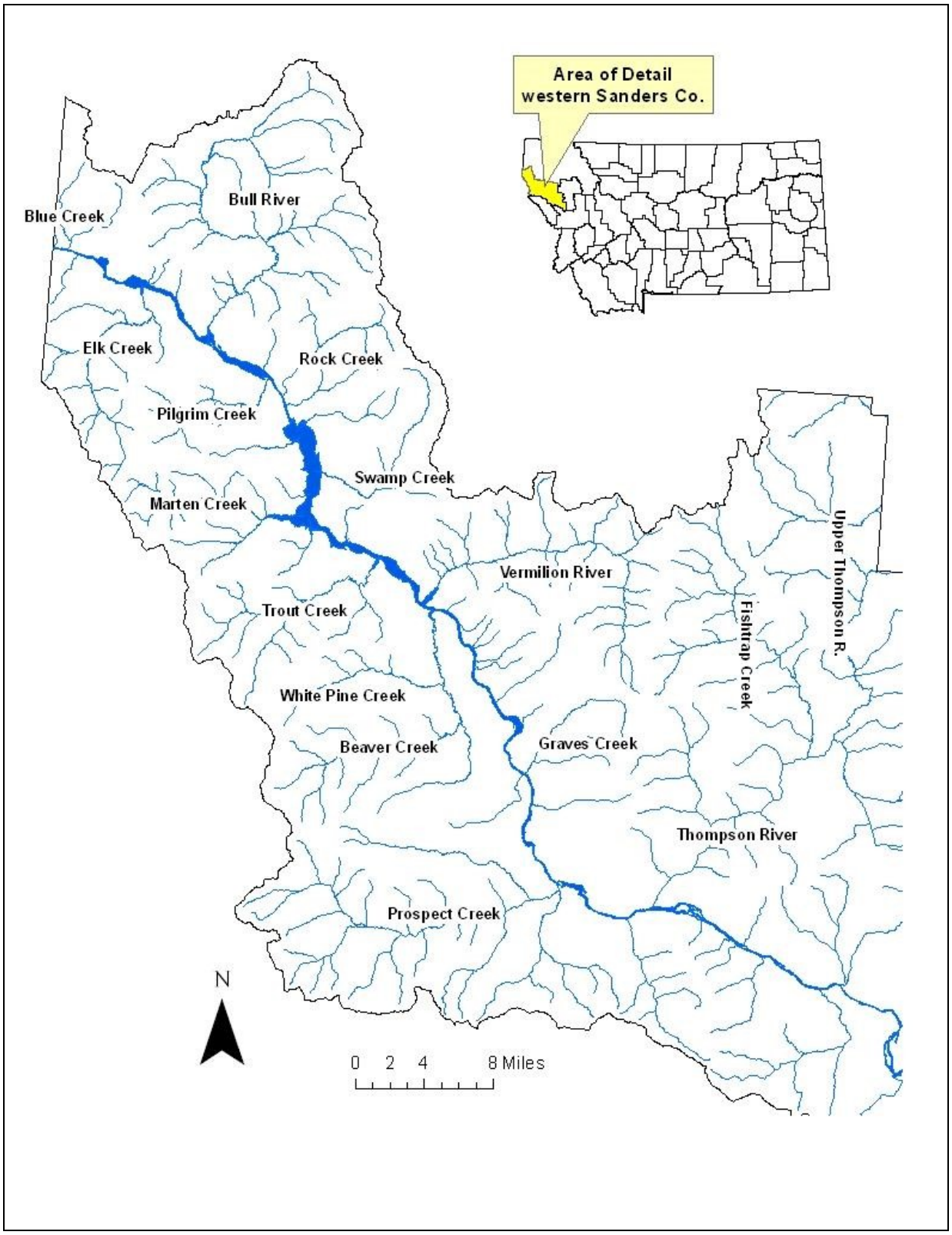

Figure 1. The Lower Clark Fork River and major tributaries that comprise the area where the LCFWG has implemented stream restoration efforts.