



The mission of the Friends of Missouri Breaks Monument is to protect and preserve the Upper Missouri River Breaks National Monument by educating the public, advocating for responsible access and environmentally responsible uses, and supporting groups and agencies that protect and restore the Monument.

FMB is a 501 (c3) organization and has 3 year round staff and 6 to 10 seasonal workers depending on the project season. FMB operates on 3 pillars: Advocacy, Education, and Stewardship. Each of these pillars encompass a large scope of work for the organization.

Education Coordinator

FMB is looking for a highly motivated individual with a high degree of integrity to manage our Education Pillar. The position requires a high degree of creativity, organization and interacting with the public. The Education Coordinator (EC) will be working in a Bureau of Land Management (BLM) office located in Fort Benton, MT. The position is focused on 3 main objectives:

1. Manage and implement FMB's & BLM's education programming.
2. Assist in staffing, provide and expand interpretive and education programs within the Upper Missouri River Breaks Interpretive Center in collaboration with the Bureau of Land Management (BLM) Monument Manager from May 1st to October 31st. (Final authority and approval of programs for the Interpretive Center will lie with the agency.)
3. Work closely with the FMB Executive Director to design and expand education programming.

Primary Duties and Responsibilities

- Supervise FMB seasonal Education staff/interns
- Maintain strong community presence, in Fort Benton, MT, through outreach and events
- Lead outreach efforts related to Education
- Create and implement earned media strategy for programming
- Support for BLM and FMB events, volunteer excursions and other organization-building activities will be required periodically.
- Work with FMB Executive Director to create new partnerships or improve/maintain existing partnerships
- Assist FMB Executive Director in fundraising for Education programming
- Maintain regular check-ins with FMB Executive Director
- Interpretive Center and visitor experience specific duties :
 - Supervise, coordinate and recruit volunteers to assist with operations of Interpretive Center and programming
 - Interpretive Center exhibits will be up to date, clean and maintained
 - Develop new exhibits in collaboration with BLM
 - Ensure visitor's experience is excellent
 - Develop annual and regular events to attract visitation and benefit community
 - Customer service a top priority



- Administer fee collection program and sales of daily and annual passes
- Facilitate and implement existing BLM programming as directed by BLM Monument Manager
- Ensure FMB Education personnel and programs are working in concert with BLM.
- Complete reporting requirements for FMB and BLM internal records (beneficiaries, visitation, etc.)
- Maintain regular communication with the BLM Monument Manager
- Work with FMB Executive Director and BLM Monument Manager to create and implement a books store & gift shop where visitors can purchase books, maps gifts, and basic field supplies. Funding generated through sales will be used to support programs and projects in support of the Monument.

Qualifications

- Bachelor's Degree or higher desirable
- Minimum two years' experience in management or leadership role.
- Past work in a collaborative group a defined plus.
- Past work in interpretive work, education, or conservation all desirable
- Required to gain first-hand knowledge of Monument and develop strong knowledge of Monument policies, history, cultural events/importance, wildlife and habitat
- Some evenings and weekend work will be required
- Desire to work with youth and the public
- Excellent written and verbal communication skills
- Excellent relationship building skills
- Must have an open mind toward diversity and inclusion
- Demonstrated ability to work independently, track record as a self-starter
- Interest in the Monument, Wild & Scenic Missouri River, conservation and public lands.
- Knowledge of the area and history is highly desired.
- Understanding of and sensitivity to dynamics of rural Montana
- Knowledge of BLM processes is desirable
- Computer literate and willing to learn new programs
- Current driver's license with clean driving record

Personal Attributes

- A deep commitment to the mission of the Friends of the Missouri Breaks Monument
- Adaptable, flexible and able to see outcomes
- Patience and a sense of humor are imperative
- High energy level – self motivated
- High degree of integrity

**Details:**

The EC position is a full-time, permanent position. Wage range is \$15.00 to \$17.00 per hour DOE. The EC position will have 5 days of vacation built into the position. Prior approval must be received from the ED for time off. The position will be required to maintain a presence in Fort Benton, MT. The EC reports to the FMB Executive Director in collaboration with the BLM Monument Manager. Required travel 10% 15%.

How to Apply

Please send a cover letter outlining how your skills and experience will benefit this position and the organization, resume, two writing samples. Please provide three references.

Email package to Tim Dwyer at tim@missouribreaks.org

Closing Date: Open until filled XXXXXXX