



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.

### **Stewardship Coordinator**

FMB is looking for a highly motivated individual with a high degree of integrity to manage our Stewardship Pillar. The position requires a high degree of organization, technical knowledge and interacting with the public. The Stewardship Coordinator (SC) will be primarily working on the Monument or out of the BLM Interpretive Center located in Fort Benton, MT. The position is focused on four main objectives:

1. Coordinate and implement FMB's Stewardship projects.
2. Supervise volunteers and seasonal staff to complete Stewardship projects.
3. Provide technical assistance and supervision to contract crews such as Montana Conservation Corps
4. Maintain a strong working relationship between the BLM and FMB.

### **Primary Duties and Responsibilities**

- Oversee and coordinate FMB's field work in collaboration with BLM.
- Supervise FMB seasonal staff/interns/volunteers
- Train seasonal staff/interns/volunteers
- Liaise with partner groups (ex. Montana Conservation Corps)
- Work with BLM to plan and execute projects for field season.
- Ensure that all reporting requirements for FMB and BLM are completed accurately and in a timely manner (accomplishments, etc.)
- Represent FMB in a professional manner to partners, media, volunteers and public.
- Maintain regular check-ins with FMB Executive Director
- Lead efforts to recruit and coordinate volunteers for Stewardship work.

### **Additional job responsibilities**

- Support for FMB events, volunteer excursions and other organization-building activities will be required periodically.
- Some evenings and weekend work will be required
- Other duties as assigned



## **Qualifications**

- Bachelor's Degree or higher desirable
- Minimum two years' experience in supervision or field leadership role.
- Volunteer management experience
- Technical skills required: experience with canoes, fencing, tree planting, noxious weeds, range management, carpentry, chainsaw use, backcountry travel and communications in remote settings.
- Desire to work with the public
- Strong 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.
- Knowledge of BLM processes is desirable
- Computer
- Current driver's license with clean driving record
- Considerable travel is required.

## **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 SC position is a seasonal, full-time position. Wage range is \$15.00 to \$17.00 per hour DOE. The SC position has 5 days of vacation built in. The SC must get prior approval from ED for time off. The position will be required to maintain a presence in Fort Benton, MT and connection with BLM Monument Staff. The SC reports to the FMB Executive Director. Required travel 40% to 50%.

## **How to Apply**

Please email a cover letter and resume to Tim Dwyer at [tim@missouribreaks.org](mailto:tim@missouribreaks.org).

Closing Date: Open until filled XXXXXXX