

Operations Coordinator



Job Summary: The Operations Coordinator is a contracted position that is responsible for performing various duties to assist in completing the operational functions of a non-profit organization, Flathead Audubon Society (FAS). This position will allow some flexibility based on the contractor skills and interest and needs of FAS.

Flathead Audubon Society (<https://flatheadaudubon.org/>)

Kalispell, Montana

Job Type: Contract

Compensation: \$10,000 annual stipend paid in equal monthly installments

Overview

This part-time contract position will coordinate or assist with meetings, events, outreach, conservation, and education work for Flathead Audubon Society. We are looking for a self-starter who loves birds and wildlife and is committed to fostering and promoting the conservation of bird and wildlife habitat in the Flathead Valley. This position will work closely with the chapter's executive committee, directors, committee chairs, and community partners.

Job Qualifications:

Education, Knowledge & Skills

Required

- Interest in and commitment to the mission and values of Flathead Audubon Society
- Program and event coordination and logistics
- Excellent written and verbal communication skills
- Ability to work effectively both independently and collaboratively
- Self-starter with ability to work in a variety of settings
- Flexible and motivated with a positive attitude
- Proficiency with email, spreadsheets, databases, and Microsoft Office and Google Suite applications
- Proficiency with shared drives, such as Google Drive
- Proficiency with Zoom meetings

- Covered under a self-elected workers' compensation insurance policy or maintain an Independent Contractor Exemption Certification
- A valid driver's license and can provide own transportation

Preferred

- Knowledge/experience with Flathead Valley
- Experience in a nonprofit and/or environmental work
- Program and event design and development
- Outreach/Publicity experience
- Experience with social media platforms and content management

Essential Responsibilities:

- Help set up and facilitate zoom meetings
- Post content and engage members on social media
- Performing publicity and outreach duties such as contacting media for upcoming events, designing flyers/posters, and general correspondence
- Coordinating Group Use requests for Owen Sowerine (OS) natural area (in Kalispell, managed by FAS) and entering these events and other events in the on-line calendar
- Assisting with coordinating Owen Sowerine Work Days and other events in Owen Sowerine natural area
- Assisting and participating in the planning, organizing, and set-up of the Bi-annual Birds of Prey Festival (even years)
- Assisting with planning the annual Warbler Weekend event at Tally Lake
- Assist with planning the Wings Across the Big Sky Festival when it is held in the Flathead Valley (approx. every 7 years)
- Help organize an annual baling twine clean-up week with Owl Research Institute to protect nesting Ospreys
- Setting up and staffing a booth at annual events such as Arbor Day, Earth Day, Great Fish Challenge, and Forestry Expo as needed
- Assisting with school programs and field trips for the Conservation Education program as needed
- Assist FAS participation with the Whitefish Community Foundation Great Fish Challenge process
- Assist with tasks as requested by committee chairpersons
- Research and help draft Conservation Achievement Recognition articles and award certificates and post on website (see <https://flatheadaudubon.org/protect/achievements-recognitions/>)
- Additional duties and responsibilities, as assigned by the chapter president

Non-Essential Responsibilities:

- Attend board meetings as able
- Perform other non-essential job duties as needed

WORKING ENVIRONMENT

Work is primarily sedentary, although there is some moving, travel, and carrying of lightweight items such as laptop, projector, equipment, and boxes weighing 10 pounds or less. Most work is performed remotely but may include meeting spaces, outdoor event spaces, and outdoors spaces. Occasional travel, usually within the Flathead Valley, and occasional evening and weekend meetings and events will be part of the job.

Hours of Work

This is a part-time contract position equivalent to approximately 10 hours per week on the average. Hours will vary from week to week and month to month.

TO APPLY

Send a resume, cover letter, and the names and contact information of three professional references to Darcy Thomas at darcy@flatheadaudubon.org. Review of applicants will begin August 1, 2023, and continue until the position is filled.

About Flathead Audubon Society

Flathead Audubon Society is a local chapter of the National Audubon Society and is affiliated with Montana Audubon, and the National Audubon Society. We provide a variety of education programs for both children and adults, manage the Owen Sowerwine Area cooperatively with Montana Audubon, and actively promote the conservation of bird and wildlife habitat in the Flathead Valley. Our mission is to: conserve birds, wildlife habitat and ecosystem diversity; promote awareness and appreciation of the natural world through education and advocacy; work with diverse groups and agencies to achieve sound decisions on natural resource issues; provide community services such as school programs, work projects, and field trips. While our efforts focus on northwest Montana, we believe in the protection of the earth and all its inhabitants.