

OUTREACH AND OFFICE COORDINATOR

MISSOULA CONSERVATION DISTRICT

JOB ANNOUNCEMENT

Application Deadline: December 2, 2022

Location: Missoula, MT

Anticipated Start Date: January 3, 2023

Overview

Missoula Conservation District (“District”) seeks an Outreach and Office Coordinator. The District is a political subdivision of the State of Montana, a regulatory agency, with a mission to promote sustainable resource management for all the natural resources within its boundaries. The District administers The Natural Streambed and Land Preservation Act of 1975 (310 Law) and manages conservation related grants, education, and equipment programs within Missoula County.

The Outreach and Office Coordinator position requires a team-oriented disposition, a demonstrated capacity to develop and maintain positive professional relationships with a diverse constituency, sustained attention to detail, the ability to excel in an occasionally stressful and fast-paced office work environment, and satisfaction working for a board-directed organization. Duties require excellent oral and written communication and the ability to maintain up-to-date proficiency with programs and technology related to office administration and outreach, including but not limited to Microsoft Office Suite, WordPress themes and plugins, and database systems. See Job Description for position details.

Hours

Hiring will be for a 30-hr. week. Additionally, the Outreach and Office Coordinator is required to attend and record minutes at evening Board meetings that occur once per month (generally the second Monday of the month). The day of the monthly Board meeting will require work in excess of typical hours.

The workload is greater in the spring, summer, and fall, especially in the weeks leading up to and following the District meetings. In addition to regular meeting attendance, the employee may very rarely be required to run errands, attend special events/meetings on evenings or weekends, and travel overnight.

Location, Work Environment, and Supervisor

The Outreach and Office Coordinator is an office-based position that requires the ability to work productively in an open office environment or in solitary settings. Though Missoula Conservation District (MCD) is a political subdivision of the State of Montana, our offices are currently in an open-office building with several federal agencies (National COVID protocols are currently in place). In June 2023, the MCD will relocate to the new Rocky Mountain Gardens & Exploration Center, a County building located at the Missoula County Fairgrounds. Assisting with the move will be required. The majority of the assigned work tasks require substantial time on the computer, as well as bending and lifting to access and organize files.

The Outreach and Office Coordinator will travel periodically when needed. Attendance at monthly district meetings requires travel at night after normal business hours. Must be able to lift/carry objects over 50 pounds and fit for occasional travel. Travel over unimproved roads in adverse weather conditions such as snow and ice may occasionally be required.

This position is supervised by, and reports directly to, the Resource Conservationist.

Salary and Benefits

Salary is commensurate with experience (\$18.00-\$20.00/hour). Employee benefits include paid time off, a healthcare stipend (\$317.50/bi-weekly pay period) and mandatory participation in the Montana Public Employees’ Retirement System.

To apply

Applications must be received by the Missoula Conservation District as soon as possible, but no later than December 2, 2022. Send via email (pdf format): cover letter and resume to Radley Watkins, Resource Conservationist (missoulacd@macdnet.org). A background check may be conducted. Missoula Conservation District is an equal opportunity employer.

Outreach and Office Coordinator Job Description

- **Based at** Missoula Conservation District (MCD) Office

- o Part-time, nonexempt position

- **Position reports to** the Resource Conservationist

- **Job Purpose Summary:** This position provides a variety of supporting services to the technical, administrative, and management operations of the MCD office; provides some supporting services to the Natural Resource Conservation Service (NRCS) field office; and works cooperatively with other county, state, and federal partner agencies.

- **Key Responsibilities and Accountabilities**

- o Office Operations

- Serving as the initial contact for the public, directs walk-ins, and calls. Appropriately relaying messages as needed.
 - Receiving and sorting agency mail; following up on all District business correspondence, as needed.
 - Attending and taking minutes at all Board meetings and Committee meetings, unless excused.
 - Drafting public meeting documents and conference minutes. Posting and distributing documents following District protocol.
 - Entering, querying, sorting, and managing data as assigned.
 - Arranging meetings and conferences as needed, including rearranging furniture, setting up and storing electronic equipment, obtaining relevant files, and ensuring all dishes and appliances are clean and properly stored.
 - o Posting agendas and minutes to website as needed.
 - o Updating social media regularly.
 - Ordering supplies, maintaining office equipment, and running off-site errands as assigned.
 - Organizing and Maintaining:
 - o Memorandums of Understanding
 - o Agreements and lease files
 - o Policy manuals
 - o Supervisor appointment and election information
 - o Record retention and disposal
 - o District history files
 - o Program files
 - o Watershed groups files
 - o All other related files
 - Stream Permit Processing:
 - o Photocopying, scanning, filing, and communicating with applicant and relevant personnel.
 - o Organizing and distributing 310 forms.

- o Assisting Resource Conservationist to schedule site inspections for permit applicants, permit follow-up visits, and other appointments as necessary.
- o Drafting and mailing 310 Permit decision and communication letters.
- o Using County Property Information System online platform; interpreting aerial photos and maps.
- Bookkeeping, Accounting, Reporting, and Recordkeeping:
 - o In QuickBooks: checking accounts daily, entering new expenditures and monthly claims, reconciling checking and investments accounts, and preparing financial reports for MCD monthly meetings.
 - o Submitting monthly claims to the County for payment.
 - o Updating quarterly Supervisor reimbursement claims as needed.
 - o Assisting in preparing annual budget.
 - o Maintaining clear, accurate, and transparent records of District financial transactions as assigned.
 - o Preparing and processing payments to vendors, grant recipients, and all other District related payments in order to keep regular financial account records current.
 - o Preparing and distributing tax documents, financial reports, and audit documents as needed.
 - o Assisting other District staff with grant management tasks as needed.
 - o Maintaining insurance for District and District's equipment; maintaining inventory of District property.
- Special Assignments
 - o Working with Resource Conservationist to effectively update and improve office operations.
 - o Working with Resource Conservationist or other District personnel so that operations continue smoothly in the event of sickness or emergency.
 - o Preparing monthly packets for the Board of Supervisors monthly meeting.
 - o Working with Resource Conservationist to create marketing tools for the District.
 - o Managing the layout, production, and distribution (physical and electronic) of District newsletter.
 - o Working with Resource Conservationist to produce and distribute outreach and educational materials.
 - o Working with Resource Conservationist to develop new programs and manage existing programs.
 - o Performing other duties as assigned by Resource Conservationist.
 - o Communicating with Resource Conservationist on all job duties.

MINIMUM QUALIFICATIONS

o Education

- o Degree: Associate degree in business and management or related field including courses in accounting, office procedures, communications, software applications, and business writing.
- OR -
- o A minimum of 5 years of experience in the required fields,
- OR -
- o A combination of education and relevant experience.

o Skills

- o Ability to manage time and address priorities of a multi-faceted job.
- o Good writing and editing skills.
- o Bookkeeping/accounting background is desirable; bookkeeping experience and/or an equivalent combination of education, certification, training, and/or experience.
- o Familiarity with QuickBooks Pro and the Microsoft Office Suite of programs, including Excel, Word, Publisher, and PowerPoint.
- o Excellent organizational skills and attention to detail.
- o Must be able to have consistent, professional interactions with the public.

Salary is commensurate with experience within the guidelines of the Federal Pay Schedule. Position is modeled after the Federal Pay Schedule for step increases and cost of living adjustments. Employees are required to participate in the Montana Public Employees Retirement System. A health insurance stipend is provided.

Employee must be willing to comply with all parts of the Missoula Conservation District Personnel Policy.

The Missoula Conservation District does not discriminate based on race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), age, physical or mental disability, genetic information, marital status, creed, political affiliation, veteran status, military service, retaliation, or any other factor not related to the merit and qualifications of an employee or applicant.

Missoula Conservation District is an Equal Opportunity Employer.