



Centennial Valley Association  
Dell, MT 59724

PO Box 240077

715-681-0795

## **Field Coordinator Hiring Announcement**

**Compensation:** \$17.00/hour plus seasonal housing, vehicle use, and field equipment.

**Field Season:** May 23<sup>rd</sup>, 2022-October 31<sup>st</sup>, 2022. There is the potential for the position to be permanent, year-round.

**Position Description:** The Centennial Valley Association (CVA) is seeking a dedicated and driven individual to join our Team as the Field Coordinator in 2022. This position leads CVA's Invasive Species Management, Water and Drought Awareness, and Outreach/Education programs. The Field Coordinator is responsible for growing and coordinating these field-based programs that serve the Centennial Valley community, landscape, and partner organizations. Position may require odd hours, including nights, weekends, and work weeks >40 hours. Position is full-time during field season (May-October), and up to ¾-time in the off-season (November-April) as a permanent, year-round position.

Specifically, the Field Coordinator will:

- Establish and maintain relationships, while actively participating in collaborative projects with ranchers, local community members, and agency and NGO partners, to strategically enhance CVA's mission and goals.
- Coordinate and implement Early Detection, Rapid Response invasive weed management to protect and maintain intact native plant communities and quality forage for livestock and wildlife.
- Implement data collection and lead a forum on drought awareness, education, and information dissemination that supports local landowners in making informed, effective, and sustainable land management decisions.
- Conduct education and outreach programs for the local community, K-8 students, recreationists, and visitors.
- Assist with grant writing, fundraising, marketing, and other general operational duties.

**Position Responsibilities include, but are not limited to:**

- Effectively communicating with partners and stakeholders, supervisory staff, and Team Members.
- Ensuring goals and safety needs are met when working with partners, volunteers, and other staff on projects.
- Treating invasive weed infestations with chemical and mechanical techniques.
- Organizing, coordinating, and implementing invasive weed management efforts and community spray days.
- Coordinating native plant restoration for rangeland and wildlife habitat.
- Collecting and mapping field data for freshwater, rangeland, and adaptive management programs.
- Entering and analyzing data in spreadsheets, databases, and ArcGIS.
- Developing Water Reports for stakeholders.
- Providing community outreach via phone calls, emails, educational programs, and informational meetings.
- Providing hands-on, interactive outdoor learning opportunities to local K-8 students.
- Creating and distributing marketing materials and other communication efforts on program activities and issues.
- Identifying potential grant opportunities, and assist with grant writing and reporting, fundraisers, and budgets.
- General equipment, vehicle, and kiosk maintenance.

**Required Qualifications:**

- Bachelor's degree and/or > 3 years related job experience in Natural Resources, Biology, Range Science, Agriculture, or related field.
- Ability to hike five or more miles per day, lift 50lbs, and work in sometimes adverse outdoor conditions.
- Effective field data collection, entry, and analysis skills.
- Experience using a dichotomous key, specifically for plant identification.
- Efficient with Microsoft Office programs (Word, Publisher, Excel, Access).
- Developed GPS and ArcGIS application skills.
- Must have a current state-issued driver's license.
- Self-motivated, flexible, and safety-oriented.

***Desired Qualifications:***

- Experience working in a nonprofit setting.
- Experience working and/or living in a rural, remote landscape with small, local communities.
- Experience working in grizzly bear territory.
- Experience operating a full size, 4WD pickup truck and ATV/UTV.
  - *Note:* A required ATV/UTV training is provided.
- Experience with herbicide applications, streamflow monitoring/comfortable in moving water, and/or youth environmental/outdoor education.
- Experience recruiting volunteers.
- Experience with grant writing, fundraising, and/or program budgeting and management.
- Ability to work independently and as part of a team in a small organization where your co-workers are possibly your roommates in a bunkhouse setting.
- Willing and able to take direction from the Executive Coordinator, Board Members, partners, and the community.
- Experience managing and/or coordinating others.
- Strong communication, organization, and problem-solving skills.
- Familiarity with basic vehicle and equipment maintenance.
- Verizon cell phone service (this is the only carrier that works in the Centennial Valley).

***About the Organization:*** CVA is a locally based, landowner-driven nonprofit organization whose mission is to preserve traditional ranching as a way of life in the Centennial Valley, and to maintain quality open space, wildlife habitat, water quality, and wildlife migration corridors as they exist today for future generations. CVA unites local ranchers, community members, agencies, NGOs, and other groups to collaborate on local conservation issues, such as invasive weed management, maintaining and monitoring migration corridors, drought awareness, mitigating wildlife conflict, and providing outreach and education opportunities for the community and visitors.

***Location:*** Centennial Valley, Montana. Nearest towns with amenities: Lima, MT and West Yellowstone, MT. The Centennial Valley is an extremely remote, high-elevation valley in southwestern Montana. Access to work sites may require up to 1 hour of travel on marginal dirt roads. Residence in provided seasonal housing is required for the position.

We are accepting applications on a rolling basis. The position is open until filled. If you have 75% of the qualifications listed, we encourage you to apply. Submit a cover letter and resume to [hire@centennialvalleyassociation.org](mailto:hire@centennialvalleyassociation.org) and include “2022 Field Coordinator” in the subject line. Contact Executive Coordinator, Kara Maplethorpe, at [communityorg@centennialvalleyassociation.org](mailto:communityorg@centennialvalleyassociation.org) or 715-681-0795, with questions.