



F R I E N D S O F
SCOTCHMAN PEAKS
W I L D E R N E S S

Lincoln County Outreach Coordinator

Libby, Montana

Background

Friends of Scotchman Peaks Wilderness (FSPW) is seeking an outgoing and driven professional to join our staff as an outreach coordinator in Lincoln County, Mont. For 14 years, FSPW has been uniting thousands of Montanans and Idahoans to save the wild Scotchmans for our children and grandchildren. FSPW does this through building community around Wilderness designation for the Scotchman Peaks.

Job Summary

This permanent, part-time position will work with FSPW staff, volunteers and partners to grow the support to save the wild Scotchmans among Lincoln County community members. This will include identifying and coordinating public outreach opportunities in southern Lincoln County and staffing an outreach table at community events. This person will coordinate and manage outreach and volunteers, including recruitment, empowerment, supervision, and recognition, for multiple projects throughout the year.

The Lincoln County Outreach Coordinator will join a dynamic, hard-working and enthusiastic team with a goal of saving the Scotchman Peaks through education, outreach, and stewardship. The organization places a high emphasis on the successful combination of hard work and fun. Staff members are encouraged to enjoy socializing with each other and our many "Friends."

The position is based in FSPW's Libby office with 12-15 hours per week anticipated the first 4-6 months. An increase up to 20 hours per week may be possible depending on program needs and success in the position. Hourly pay is \$14. FSPW offers a flexible work environment with opportunities for independent initiative and personal growth.

Responsibilities

Coordinate outreach and outdoor education activities in southern Lincoln County:

- Identify and coordinate public outreach opportunities
- Table at community events
- Speak one-on-one with supporters, potential supporters and business
- Assist in planning and implementation of the Kootenai Harvest Festival
- Coordinate group hikes and outdoor education field trips with group leaders, area schools, and other partner organizations
- Plan and implement FSPW's Winter Tracks programs in Lincoln County
- Create posters and graphics for print and digital use for Lincoln County events
- Track project and program results

Support FSPW's communications efforts:

- Craft and send out press releases and listserv messages for Lincoln County
- Develop content and assist in management of social media pages using online software

- Develop content and assist in management of website using WordPress
- Distribute collateral materials in Troy and Libby area

Attend and participate in partner meetings and events including, but not limited to:

- Kootenai Forest Stakeholders Coalition
- Libby Chamber of Commerce
- Kootenai Outdoor Recreation Association (KORA)
- Montana Wilderness Association

General administrative duties, including maintaining some presence at our Libby office, handling mail and assistance in reporting for grants.

Other duties as assigned.

Qualifications

- Strong written and oral communication skills
- Ability to organize logistics, volunteers and materials with an eye to details
- Self-motivated and outgoing; willing to initiate contact with community members, media members, businesses, and partner organizations
- Proficiency with Microsoft Office, including Word, Excel, and PowerPoint
- Ability to work well with others and build relationships within and external to FSPW
- Ability to meet deadlines and effectively manage several tasks at once
- Ability to learn new software quickly

Desirable Qualifications

- Experience coordinating event logistics
- Experience with Adobe Creative Suite, including InDesign, Illustrator, and Photoshop. Premiere Pro a bonus
- Experience with WordPress
- Understanding of effective communication strategies for both print and digital environments
- Familiarity with constituent relationship management (CRM) software. Knowledge specific to EveryAction a bonus
- Existing connections to the communities of Troy and Libby

Requirements

This position requires some travel, a valid driver's license, reliable transportation and the ability to lift 40 pounds.

Reports to

Britta Mireley, Deputy Executive Director

How to Apply

Please apply by sending a cover letter and resume to Britta Mireley at britta@scotchmanpeaks.org by May 17, 2019. References may be requested.

Position will be open until filled.