

FSPW Wolverine Project Coordinator and Outreach Specialist

Position Overview

The project coordinator will primarily work on our Wolverine Study project: recruiting and coordinating volunteers, coordinating logistics and communications with our partner groups and Idaho Fish and Game biologists and coordinating outreach, education and public relations relating to the project. May also be involved with coordinating our winter hike series and assist with various outreach events and educational/stewardship projects. Job is located in and around Sandpoint, Idaho. A valid driver's license is required. A four-wheel drive vehicle and winter driving experience are highly desirable.

Position will be open until filled. If interested contact: info@scotchmanpeaks.org

Details

- Part time, 20 hours per week
- Start date mid to late November
- Duration: 16 to 20 weeks
- Rate of Pay: \$12 per hour and up dependent on skills and experience
- Report to Executive Director and Program Coordinator

Skills and Experience

- Able to work with limited direct supervision
- Able to organize logistics, volunteers and materials and follow through on details
- Effective with written and verbal communications.
- Can create and manage spreadsheets; sort and organize photos.
- Experience with public relations including media and press releases a plus
- Experience with creating content for and managing social media a plus
- Graphic design skills a plus
- Able to drive in winter conditions.
- Experience with event coordination a plus
- Comfort with public speaking a plus
- Physically capable, and comfortable, with being outside in the winter for a day in the field
- Knowledge of local backcountry terrain desirable
- Basic winter backcountry skills a plus including snowshoeing and backcountry skiing
- Basic knowledge of area wildlife a plus
- Able to work flexible hours
- Demonstrate the ability to "think" like a wolverine, without having a wolverine's attitude

Tasks include:

- Recruitment, training and coordinating volunteers, materials, supplies and information.
- Coordinating logistics with Idaho Fish and Game biologist and our other community partners
- Outreach and education to include press releases, managing listserve messages, facebook content and creating presentations
- May involve creating posters, flyers and other graphic materials
- Sort and organize hair snag samples by date and location
- Initial photo review, compile photos by dates and location
- Coordinate transfer of samples and photos
- Create, update and maintain a spreadsheet tracking samples and photos
- Sorting and organizing photos by location and date, resizing and cropping so that they are suitable for presentations and the press
- Other tasks as assigned relating to the project