

Montana Watershed Coordination Council Administrative Support Independent Contractor

Organization Background

The Montana Watershed Coordination Council (MWCC) is an inclusive partnership to enhance, conserve, and protect natural resources and sustain the high quality of life in Montana for present and future generations using a collaborative watershed approach. MWCC is an all volunteer organization that provides training, education and other services to watershed professionals statewide. For more information on MWCC please visit the website <http://mwcc.montana.edu>.

Job Summary

The part-time contractor will serve as the administrator for an all volunteer statewide network of watershed professionals. Job duties will include some travel, participation in conference calls and meetings, timely communication, and general administrative tasks detailed below.

Job Duties

Contractor will provide administrative services to the MWCC including:

- 1) Serve as contact person for MWCC by communicating and collaborating with other watershed professionals, agencies and watershed groups statewide on watershed issues and MWCC's role.
- 2) Plan and organize four quarterly meetings by working with MWCC Steering Committee to determine topics and speakers, contacting speakers, arranging other logistics, advertising for the event, and facilitating or taking minutes at the event
- 3) Serve on MWCC Steering Committee and set up logistics for conference calls, take minutes and post them on MWCC website
- 4) Communicate with other work group chairs to ensure minutes and agendas are being uploaded to website. Ensure organization and accessibility of pertinent organizational documents.
- 5) Write, print, and distribute MWCC Annual Report
- 6) Depending on pending funding, develop other MWCC publications such as MWCC directory, brochure and respond to other printed media needs
- 7) Depending on pending funding, help to organize MWCC education events/conferences such as the Watershed symposium and other trainings
- 8) Fundraise / grant writing for MWCC program development to include deliverables listed in 5, 6 and 7 above and Work closely with MWCC fundraising work group
- 9) Monitor and coordinate MWCC website upkeep

Roles and Responsibilities

Contractor will report directly to MWCC Co-Chairs. MWCC Co-Chair, contractor will have regular conference calls with MWCC's partner Montana Association of Conservation Districts (MACD) and MWCC Steering Committee as needed. Co-Chairs will provide the main contact for the contractor, overall priorities and direction will be determined by Co-Chairs in conjunction with MWCC Steering Committee and MACD.

Qualifications

This position will require excellent communication and organizational skills, initiative and commitment. Contractor should be proficient in using Microsoft Word and using email and telephone for communication. Demonstrated problem solving, creativity and attention to detail are also beneficial.

Application Procedures

Please send resume and short writing sample to both MWCC Co-Chairs Traci Bignell, traci@blackfootchallenge.org 406-793-3900 and Debra Earl, debra.earl@montana.edu 406-994-1910 by **November 19th at 5:00pm**.

ATTACHMENT A

Scope of Work for Montana Watershed Coordination Council Support Services 2009

1. Serve as contact person for MWCC
 - a. Communicate and collaborate with other watershed professionals, agencies and watershed groups statewide on watershed issues and MWCC's role.
2. Plan and organize four quarterly meetings
 - a. Work with steering committee to determine topics and speakers
 - b. Contact speakers
 - c. Arrange other logistics
 - d. Advertise event
 - e. Facilitate event
3. Serve on MWCC Steering Committee
 - a. Set up logistics for conference calls
 - b. Take minutes and post them on MWCC website
4. Communicate with other work group chairs to ensure minutes and agendas are being uploaded to website
5. Write, print, and distribute MWCC Annual Report
6. Develop other MWCC publications
 - a. Update MWCC directory
 - b. Update brochure
 - c. Respond to other printed media needs
7. Help to organize MWCC education events/conferences
 - a. Watershed symposium
 - b. Training
 - c. Others
8. Fundraise / grant writing for MWCC program development to include deliverables listed in 5, 6 and 7 above.
 - a. Work closely with MWCC fundraising work group
9. Monitor and coordinate MWCC website upkeep

Coordinator Salary, 1040 hours	\$22.00/hour	\$22,880.00
Travel		\$3,000.00
MWCC Publications		\$2,000.00
Subtotal		\$27,880.00
Fiscal Administration (10%)		\$2,788.00
Total		\$30,668.00