JOB ANNOUNCEMENT

Position: **Operations Coordinator**

Location: Billings, MT
Position: Part-time, Regular w/ frequent weekends and occasional evenings
Salary: $16/ hr
Benefits: Vacation, Health, Dental, Vision, and Retirement plan.

About the Organization

Founded in 1976, Montana Audubon is an independent, statewide conservation organization whose mission is to promote appreciation, knowledge and conservation of Montana's native birds, other wildlife, and natural ecosystems and to safeguard biological diversity for current and future generations. In our vision for the future, we seek to create an environment in which all of Montana's native bird species have healthy, sustainable populations, ensured by long-term habitat security. Montana Audubon uses bird science, conservation education and engages in public policy work to protect our state's incomparable wildlife and landscapes.

Summary of Position

The Operations Coordinator is a regular, professional staff position whose primary responsibility is the general maintenance and restoration initiative development of our 54-acres site, which includes trails, varying ecosystems, buildings and more. This position involves working with other Montana Audubon staff, program participants, volunteers and partners to fulfill these duties.

Major Responsibilities

Landscape and Facilities Maintenance

- Conduct all trail and interpretive sign maintenance.
- Implement and develop site restoration initiatives and maintenance needs (i.e: irrigation, noxious weed removal, pond maintenance, native plant installations, general garden landscaping)
- Conduct and coordinate building maintenance and general upkeep.

Planning and Development

- Create and initiate site Master Plan elements
- Manage capital improvement projects with Center Director
- Develop safety protocols and act as the primary safety officer, keeping in check with all safety protocols and OSHA recommendations.
- Assist with establishing funding sources to support restoration, conservation and general maintenance initiatives.
- Build annual operations budget.

Additional responsibilities:

- Participating in overall Center management, fundraising, and decision-making as part of the Center Leadership Team.
- Engage in Montana Audubon meetings and events.
- Provide additional support; as needed.

Reporting Relations

The Operations Coordinator reports to the Center Director.

Knowledge, Skills and Experience

Completion of a 2-year or 4-year degree in biology, ecology or related subject.

A combined 2+ years of professional experience in land management, general maintenance, environmental ecology or related fields.

Basic landscape and building maintenance and construction skills.

Proficient computer skills including database management and file organization
Ability to work in a diverse environment.
Self-motivated and adaptable as a part of a small, growing organization.
Ability to work outside in varied weather conditions.
Preferred skills include:

- Basic plant ID, emphasis on native grasses and wildflowers.

To Apply

Please send a cover letter and resume to echilcoat@mtaudubon.org with the subject line "Operations Coordinator". Application deadline is March 3, 2023.