

JOB TITLE: Program Coordinator

LOCATION: Whitefish, MT

POSITION TYPE: Full-time

OVERVIEW:

The Whitefish Lake Institute (WLI), a leader in water quality research and education, is seeking a Program Coordinator to join our non-profit team in Whitefish, Montana. Reporting to the Executive Director, the Program Coordinator will play a key role in multiple aspects and initiatives of the organization. As part of a small but high impact non-profit team, the Program Coordinator will play a significant role helping WLI fulfill its mission to protect and improve water quality in the Whitefish area.

ESSENTIAL FUNCTIONS

Core Responsibilities

- Coordinate and train volunteers in the Northwest Montana Lakes Network (NMLN) and Upper Columbia Lakes Network (UCLN)
- Visit the 41 lakes in the NMLN once per year (July 15-August 15) to collect basic limnological information as coordinated with the lake volunteer(s)
- Data input for NMLN and other programs
- Conduct Aquatic Invasive Species early detection monitoring and control techniques
- Implement and add value to educational programs
- Coordinate the planning and execution of the Science Quencher (quarterly)
- Lead the planning and execution of the Montana Lakes Conference (4-year cycle)
- Maintain 30-acre wetland and public interpretive trail owned and managed by WLI
- Foster community engagement
- Draft articles and manage the production of the organization's quarterly newsletter *LakeFront*
- Update and make changes to websites and social media platforms
- Prepare Constant Contact messages
- Develop work plans and implementation schedules with the ED

Other Responsibilities

- Participate in staff meetings, board meetings and WLI sponsored events
- Assist in data collection for the Whitefish Long-term Water Quality Monitoring Program that includes Whitefish Lake and local streams
- Assist in special research projects
- Assist in management of undergraduate summer intern
- Write and administer grants

- Participate in staff meetings, board meetings and WLI sponsored events
 - Participate in organizational planning
 - Serve on external committees
 - Fulfill miscellaneous tasks associated with a small non-profit corporation as assigned by ED
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DESIRED SKILLS, QUALIFICATIONS & QUALITIES:

- Minimum B.S. or B.A. in a natural resource related field with four years of experience
 - Command of major software programs including the Microsoft Suite (Word, Excel, PowerPoint, and Publisher)
 - Exceptional communication skills both oral and written
 - Proven collaboration and relationship-building skills and ability to work effectively with diverse people, funders, and partners.
 - Ability to forge strong relationships with volunteers and landowners
 - Capacity to juggle multiple tasks in a high-energy environment
 - Flexible, reliable, and self-directed work style
 - Ability to work collaboratively in a team environment
 - Positive, motivated, energetic, and empathetic attitude
 - Must be able to operate multiple types of watercraft, including trailering and transport
 - Must be able to lift 50 pounds
 - Passion for the aquatic resources of a small but vital watershed located at the headwaters of the Columbia River Basin
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COMPENSATION:

- \$50,000-\$55,000 DOE
 - 3 weeks paid vacation
 - Paid winter break between December 25 and January 1
 - Health Stipend
 - Retirement contribution
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APPLICATION PROCESS:

- Supply the following documents in a single PDF in the order listed below:
 - Cover Letter
 - Resume
 - Three professional references
 - One writing sample
 - Supplemental Question
 - List three things that appeal to you the most about working for WLI (word count maximum= 300).

- Submit required information electronically to: Mike Koopal, Executive Director, mike@whitefishlake.org. Put “Program Coordinator Application” in the subject line.
 - Review of applications will begin December 1, 2022
 - Position open until filled
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ABOUT THE WHITEFISH LAKE INSTITUTE:

Founded in 2005, WLI is a science and education based 501(c)(3) non-profit led by a volunteer board of directors and assisted by a Science Advisory Committee. WLI partners with various organizations to creatively fund research and develop programs for Whitefish Lake and Whitefish area water resources. WLI is not an advocacy organization—instead we conduct research and provide scientific data to resource managers and citizens to aid in the decision-making process. We are funded by a broad base of members, research and education grants, and programmatic partnerships with other organizations and resource management agencies. We accomplish our work through three program areas: Science, Education, and Aquatic Resource Initiatives. Further information about the organization can be found at www.whitefishlake.org.

ABOUT WHITEFISH, MONTANA:

Located in the heart of the spectacular northern Rocky Mountains, Whitefish is home to approximately 8,000 residents. Named one of the "Top 25 Ski Towns in the World" by National Geographic, Whitefish is located on the shores of Whitefish Lake and at the base of Big Mountain—home to Whitefish Mountain Resort. A short jaunt to Glacier National Park, Whitefish is a year-round destination with plentiful attractions and a mixed array of shops, coffee houses, restaurants, accommodations, community gatherings, and nightlife. Cultural opportunities abound with two local professional theaters, area museums and many diverse musical offerings. Public and state lands offer exceptional downhill and Nordic skiing, snowboarding, hiking, hunting, biking, and boating. Amtrak's Empire Builder stops daily in Whitefish, and Glacier Park International Airport is only 15 minutes away.