

JOB TITLE: Program Coordinator

LOCATION: Whitefish, MT

POSITION TYPE: Full-time

OVERVIEW:

The Whitefish Lake Institute (WLI), a leader in water quality monitoring, 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)
- Visit all 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 and analysis for NMLN and other programs
- Conduct Aquatic Invasive Species early detection monitoring and control techniques
- Coordinate K-12 and adult educational opportunities, including visits to the WLI owned Viking Creek Wetland Preserve
- Coordinate the planning and execution of the Science Quencher (semi-annual)
- Co-coordinate the Montana Lakes Conference (4-year cycle—next event 2027)
- Supervise undergraduate summer intern
- 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
- Draft articles and assistance in the production of the organization's quarterly newsletter *LakeFront*
- Assist in special research projects
- Assist with boat and equipment maintenance
- Serve on external committees
- Fulfill miscellaneous tasks associated with a small non-profit corporation as assigned by ED

DESIRED SKILLS, QUALIFICATIONS & QUALITIES:

- Minimum B.S. or B.A. in a natural resource related field with emphasis in water quality and/or aquatic ecology with five years of experience
- Command of major software programs including the Microsoft Suite (Word, Excel, PowerPoint, and Publisher). Experience with GIS and R preferred but not required
- 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

COMPENSATION:

- \$65,000-\$70,000 DOE
- 3 weeks paid vacation
- Paid winter break between December 25 and January 1
- Health Stipend (\$5,000 annually)
- Retirement contribution match (3%)

APPLICATION PROCESS:

- Supply the following documents in a single PDF in the order listed below:
 - Cover Letter
 - Resume
 - Contact information for three professional references
 - Writing sample
 - List three things that appeal to you the most about working for WLI (word count maximum= 300).
- Submit required information electronically to the search committee at info@whitefishlake.org. Put "Program Coordinator Application" in the subject line.
- Review of applications will begin September 15, 2025
- Position open until filled

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.