



**Roundtable on the Crown of the Continent**  
*Connecting People to Sustain and Enhance Culture, Community and Conservation*

**Position Announcement**  
**Coordinator, Roundtable on the Crown of the Continent**  
**March 2018**

**Organization**

The Roundtable on the Crown of the Continent  
[www.crownroundtable.net](http://www.crownroundtable.net)

**Terms**

Part-time, independent contract, invoiced monthly.

**Application Deadline**

April 6, 2018

**Anticipated Start Date**

April 30, 2018

**Background**

The Leadership Team for the Roundtable on the Crown of the Continent is seeking an enthusiastic and well-organized person with the vision, passion, and capacity to work with people and organizations across sectors and at all levels as the Roundtable Coordinator. The Crown Roundtable was formally launched in 2010 and serves as an ongoing forum for individuals, organizations, governments, academic institutions, and tribes and First Nations around the Crown of the Continent to exchange information and ideas, build relationships, share best practices, build a regional identity, and catalyze new projects and activities – all aimed at sustaining and enhancing the cultural, community-based, and conservation values of the region. The Roundtable organizes an annual conference, maintains a website, and facilitates activities and communication among partners within and outside the Crown of the Continent. A Leadership Team comprised of representatives from Montana, Alberta, and British Columbia provides strategic direction and oversight for the Roundtable.

**Compensation:** The Roundtable coordinator will work as an independent contractor at .5 FTE at a rate of \$25/hour. The contract will run through the end of January 2019; renewal at that point is dependent on approval by the leadership team.

**Travel Costs and Necessary Supply Costs:** The Coordinator will be directly reimbursed by the Center for Large Landscape Conservation for any of the following costs deemed necessary to complete the scope of work: travel (including lodging, meals, car rental, gas, mileage, or other travel-related costs); printing; office supplies and materials; hardware and software; conference related expenses. Coordinator shall request approval prior to incurring these costs and shall submit a request for reimbursement, including an itemized summary of costs and copies of

original receipts, to the Center for Large Landscape Conservation within 30 days of incurring any approved costs.

### **Work to be performed by Coordinator through January 31, 2019:**

The Coordinator will coordinate the activities and requests of the Leadership Team and represent the Roundtable as an active player in relevant aspects of community, culture, and conservation in the Crown of the Continent. Specific work to be performed includes but is not limited to the following:

1. Plan and implement annual Crown of the Continent Conference.
2. Fundraise for all Crown Roundtable expenses including core operations, the annual conference, and travel and office expenses; continue to build Crown Roundtable funding opportunities.
3. Assemble and publish the Crown Roundtable newsletter online quarterly to the Crown Roundtable listserve.
4. Maintain communication between the Crown Roundtable Leadership Team by coordinating and facilitating a monthly conference call of Leadership Team members, and following through on action items.
5. Plan and facilitate an annual Leadership Team meeting in January.
6. As funding and time allows, represent the Crown Roundtable at appropriate meetings and gatherings.
7. Promote the role of the Crown Roundtable and add value to existing efforts in the Crown of the Continent where appropriate.
8. Maintain and update the Crown Roundtable's website: [www.crownroundtable.net](http://www.crownroundtable.net)
9. Document Crown Roundtable activities and share results with partners, interested parties, and funders through newsletter, website and other means.
10. Manage and balance the Crown Roundtable budget and oversee any sub-contracted work.
11. Develop an annual work plan for Crown Roundtable activities in consultation with the Leadership Team and mentors.
12. Think big: continue to envision what the role of the Roundtable is and could be in the landscape, and work with the Leadership Team to develop this.

### **Reporting Structure**

The Roundtable Coordinator is an independent contractor position through the Center for Large Landscape Conservation. The Coordinator will report to the Chair of the Roundtable's Leadership Team, and will work closely with the entire team.

### **Work Location**

As an independent contractor, the coordinator is responsible for providing his or her own workspace, including modern office technology. It is highly desired that the coordinator reside within the Crown of the Continent – designated areas of Alberta, BC, and Montana. Travel is expected and budgeted separately.

### **Qualifications**

- Experience in non-profit management or similar position preferred
- Ability to raise funds for non-profits or for-profit organizations

- Experience working with a diverse range of people and organizations representing social, ecological, and economic (cultural, conservation, and community-based) interests and viewpoints
- Experience working with tribes and First Nations is preferred
- Project management and facilitation skills
- Sufficient computer and technology skills (website management, social media, etc.) to carry out the duties of the job
- Excellent verbal and written communication skills
- Bachelor's degree in business, conservation, natural resource management, communications, or related field preferred
- Knowledge of the Crown Roundtable and familiarity with the landscape and entities involved

**Application Materials:**

- Letter of intent (800 words max)
- Current CV
- Three professional references

Please submit applications as PDFs attached to an email to [peter.gurche@umontana.edu](mailto:peter.gurche@umontana.edu). If you meet a majority of the qualifications, please don't hesitate to submit an application. A selected pool of applicants will undergo an interview process in mid-April.

For further questions, please contact Shawn Johnson at [shawn.johnson@umontana.edu](mailto:shawn.johnson@umontana.edu).