



**Position Announcement  
Coordinator, Roundtable on the Crown of the Continent  
May 2015**

**Organization**

Roundtable on the Crown of the Continent

**Terms**

Full-time, Independent Contract, \$50 - 60,000 USD annual contract (depending on qualifications and experience), invoiced monthly

**To Apply**

Submit cover letter and resume to [Msexton@3rivers.net](mailto:Msexton@3rivers.net)

**Application Deadline**

June 26, 2015 or until filled

**Anticipated Start Date**

September 1, 2015

**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.

### **Position Description**

Working with the Leadership Team, the Coordinator will be responsible for the following activities:

1. Plan and implement an annual conference,
2. Plan monthly Leadership Team meetings and an annual retreat,
3. Assemble and send a monthly newsletter,
4. Maintain and update the Roundtable's website,
5. Develop an annual work plan, budget and fundraising plan,
6. Oversee budget, fundraising and any contracted work,
7. Document activities and share results with partners, interested parties, and funders,
8. Engage a broad segment of people and organizations in the region in Roundtable activities,
9. Promote collaboration and linkages among partners, and
10. Solicit funds to carry out Roundtable functions in conjunction with Leadership Team.

### **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 Executive Committee and work closely with the entire Leadership 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
- Ability to raise funds for non-profits or for-profits organizations
- Experience working with a diversity of people and organizations representing social, ecological, and economic (cultural, conservation, and community-based) interests and viewpoints
- 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, communications, or related field preferred