

**ASSISTANT CONSERVATIONIST  
FLATHEAD CONSERVATION DISTRICT  
JOB ANNOUNCEMENT**

**Application Deadline: January 19<sup>th</sup>, 2018, 4:30 PM (MDT)**

**Location: Kalispell, MT**

**Anticipated Start Date: March 5, 2018**

**Overview**

The Flathead Conservation District ([www.flatheadcd.org](http://www.flatheadcd.org)) seeks an Assistant Conservationist to help fulfill its mission of promoting natural resources through on-the-ground conservation projects, education, and administration of the Natural Streambed and Land Preservation Act (310 Law). This position reports to the Resource Conservationist and is located in Kalispell, Montana.

The successful applicant is team-oriented, has demonstrated the capacity to develop and maintain positive professional relationships with a diverse constituency, is comfortable working for a board-directed organization, and is enthusiastic and organized. S/he must have excellent written and spoken communication skills, as well as excellent computer skills, including command of the full Microsoft Office Suite, WordPress themes and plugins, and social media platforms.

This position is responsible for a variety of programmatic and educational activities, including, but not limited to, public outreach, landowner workshops, and school/vocational programs. Additional duties include drafting communications materials for advertising, marketing, and website content.

This is a full-time position (40 hrs/week) and requires attendance at evening meetings (at least two weeknights per month), and some local travel.

**Duties**

- Assists the Resource Conservationist in carrying out programs, projects, reporting and outreach to support the goals of the District and its board of supervisors.
- Prepares communication materials and presentations for the public regarding clean water, riparian areas, and the protection of soil and streambanks.
- Develops and implements educational programs in schools and other venues.

**Required Knowledge, Skills, and Abilities**

Minimum requirement: Associate Degree (Bachelor's preferred) in physical or natural science or engineering including courses in hydrology, the physical sciences, environmental science, chemistry, engineering, soils, aquatic biology, management or conservation of natural resources, outreach/public speaking, teaching; OR a minimum of 5 years of experience in the required fields; OR a combination of education and relevant experience.

**Salary and Benefits:** Salary is commensurate with experience and follows the federal pay schedule (GS 05-01, \$32,844 or higher). Employee benefits include competitive health insurance (paid for by the District) and mandatory participation in the Montana Public Employees' Retirement System.

**To apply:** Applications must be received at the Flathead Conservation District office by January 19, 2018, 4:30 PM (MDT). Please send via email: a thoughtful cover letter, your resume, and contact information for three references to:

Valerie Kurth, Resource Conservationist  
133 Interstate Lane • Kalispell, MT 59901  
[hiring@flatheadcd.org](mailto: hiring@flatheadcd.org)

A background check may be conducted. The Flathead Conservation District is an equal opportunity employer.