

## **IWJV Operations Specialist**

### ***Position Announcement***

**POSTED:** February 2023  
**LOCATION:** Missoula, Montana  
**SALARY RANGE:** \$40,000 – \$50,000; full-time



The [Intermountain West Joint Venture](#) (IWJV) is seeking an Operations Specialist (OS) to support organizational operations and multiple conservation initiatives. The OS works closely with IWJV staff, Management Board, Management Board committees, and partners in support of delivering conservation outcomes. The IWJV is one of the leading collaborative conservation organizations in the Intermountain West. We are seeking an individual that is adaptable, seeks growth and new opportunities, and comfortable working in a fast-paced work environment.

The IWJV OS position supports staff in its work to conserve priority bird habitats through partnership-driven, science-based projects and programs. The OS provides a variety of administrative services such as managing intra-office communications and office calendar, coordinating schedules, tracking deadlines, and executing the IWJV's administrative responsibilities associated with its base funding from the U.S. Fish and Wildlife Service (FWS). The OS is also responsible for ensuring that the office operates effectively and efficiently. This includes keeping supplies stocked, addressing office and equipment issues in a timely manner, and making sure the office is clean, orderly, and safe. This position will also be given opportunities to work on specific projects, programs, and conservation initiatives and provides an opportunity for career growth in the field of partnership-driven natural resources conservation.

The Operations Specialist is hosted by the Western Association of Fish and Wildlife Agencies (WAFWA), with day-to-day supervision by the IWJV Government Affairs & Executive Support (GAES) position. This position requires moderate travel (approximately 3-5 trips per year). The location of the position is Missoula, Montana, and is non-negotiable.

Applicants are encouraged to explore these resources to learn more about the IWJV's work:

- [IWJV Core Value Statements](#)
- [IWJV's Fiscal Year Annual Operational Plan](#)
- [PartnersInTheSage.com](#)
- [Annual Report for Partnering to Conserve Sagebrush Rangelands](#)
- [IWJV Staff](#)

Are you interested in being part of conservation facilitation across the West? Are you passionate about the finer details of organizational and initiative management? Are you eager to join an innovative and supportive team? If you answered yes to these questions, this position could be a great fit for you!

## **MAJOR DUTIES:**

### **Administrative**

- Provide regular emails to staff communicating important issues and events such as upcoming meetings, major travel, major office calendar changes, important deadlines, office/building policies, office equipment, and other matters that may affect staff.
- Maintain schedule of staff meetings (monthly), record and follow-up on key actions and deadlines, and communicate agendas and other meeting resources to staff.
- Proactively manage Google office calendar including meetings and events for the fiscal year, staff schedules, important deadlines, and other information as needed to minimize conflicts and facilitate effective team performance.
- Reconcile and submit monthly FWS staff travel receipts by the established deadline.
- Keep the FWS vehicle up to date on maintenance; prepare and submit related receipts by the established deadline.
- Serve as IWJV administrative contact and function as lead staff on all administrative requests for FWS Region 6 office.
- Maintain administration/operation, general organizational, and pertinent FWS files (e.g., hard copy and electronic) and assist staff with maintenance of program files.
- Update and maintain key organizational documents
- Ensure considerate correspondence is presented in the form of cards, gifts, etc., to staff/partners as needed.
- Respond to general information requests from the IWJV website.

### **Meetings and Events**

- Assist IWJV staff as needed to plan and organize meetings and events. Duties may include date and location selection, venue scouting, and travel logistics.
- Attend select meetings and events and provide on-site support services for meeting participants and venue staff to address logistical and technical issues.
- Take notes and develop meeting minutes and/or event summaries.

### **Conservation Initiative Support**

- Provide support to the IWJV's Water 4, Partnering to Conserve Sagebrush Rangelands, and science to implementation program areas as needed.
- Support IWJV staff and partners to foster successful North American Wetlands Conservation Act (NAWCA) proposals and help the IWJV meet its advisory obligations to the NAWCA program.
- Support IWJV staff in development of emerging approaches to western forest conservation that achieves objectives related to migratory birds, water, and wildfire risk reduction.
- Assist the GAES position in working with the Government Relations Committee to provide information to members of Congress, congressional staff, administration, and state officials regarding Joint Venture programs, priorities, initiatives, and accomplishments.

## Office Management

- Serve as the primary point of contact for office building, office equipment, and office services.
- Review/update office supply inventory and prepare quarterly supply orders.
- Order, distribute, and maintain inventory of IWJV and partner initiative merchandise (e.g., hats, publications, awards, etc.) as needed.
- Serve as FWS Collateral Duty Safety Officer.

## KNOWLEDGE, SKILLS & ABILITIES FOR THE POSITION:

- Bachelor's degree in Business or similar field -OR- Bachelor's degree in Natural Resources or similar field.
- Ability to work independently and efficiently, take initiative and innovate.
- Proficient use of Google Workspace Apps (Docs, Sheets, Slides, Calendar) and Microsoft Office (Word, Excel, PowerPoint).
- Experience employing a variety of virtual meeting platforms and digital tools with an interest in pursuing emerging technologies.
- Strong coordination skills—excellent written communication, time management, detail oriented, organization, teamwork, and flexibility.
- Knowledge of conservation issues in the Intermountain West.
- Ability and willingness to travel.

**BENEFITS:** This position will be hosted by, as well as benefits and human resources functions provided by, WAFWA. Benefits include full medical, dental, vision, and pharmacy coverage through PacificSource of Montana; vacation and sick leave; paid federal holidays; and a 401(k) retirement with an employer match. The IWJV also provides professional development opportunities as negotiated with the supervisor and approved by the IWJV Coordinator; performance-based awards; and an encouraging, supportive, and flexible work environment.

**HOW TO APPLY:** Applicants should submit the following materials in electronic format (a single PDF preferred) to Lori Reed at [lori.reed@iwjv.org](mailto:lori.reed@iwjv.org) by **5:00 p.m. MST on Friday, March 17, 2023.**

- A one-to-two-page cover letter that addresses your interest in the position and why you believe you are qualified for the position.
- Resume (including three references) describing your experience, skills, and abilities.

**IF YOU ARE SELECTED FOR AN INTERVIEW:** The first interview could be held via Zoom and, if invited to advance, a second interview will be conducted in person. Travel expenses will be reimbursed, and IWJV staff will help arrange logistics.

**START DATE:** Negotiable, but the target is May 1, 2023.

**FOR MORE INFORMATION:** Contact Lori Reed at [lori.reed@iwjv.org](mailto:lori.reed@iwjv.org) or (406) 549-0732. We invite phone calls and emails seeking more information about this role.

People from historically underrepresented groups are strongly encouraged to apply, especially those who are able to help communicate the integration of western science and traditional knowledge in conservation outcomes. People and partnerships are the heart and soul of the IWJV. Our organization is composed of a Management Board, staff, and partners with a wide range of experiences, expertise, and perspectives resulting in collaborative and effective conservation. Each member of our team brings a unique set of skills and contexts that contribute to a high-functioning, innovative, and fast-paced work environment. We recruit, employ, train, compensate, and promote regardless of race, religion, color, national origin, sex, disability, age, sexual orientation, veteran status, and other protected status.

Studies have shown that some people are less likely to apply for jobs unless they believe they meet every single one of the qualifications described in a job description. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's welcome. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.