

Position Description
ERWP Administrative Assistant, Grand Staircase Escalante Partners

Introduction: Grand Staircase Escalante Partners (GSEP) is a non-profit 501(c)(3) organization with offices located in Kanab and Escalante, Utah. GSEP was organized in 2004 and through a Financial Assistance Agreement is an official Friends group of the Grand Staircase Escalante National Monument (GSENM), a National Conservation Lands unit managed by the Bureau of Land Management (BLM). The organization's purposes are to provide volunteers and other resources (staff and money) for scientific research, education services and conservation projects for GSENM.

The Administrative Assistant position is grant-based and the incumbent assists the Public Lands Program Coordinator and Private Lands Program Coordinator for the Escalante River Watershed Partnership (ERWP) with administrative tasks during the 2017 season, from approximately June through December. This position is part-time and temporary, with the opportunity to expand to the following year should funding be available. ERWP formed as a partnership in 2009 and seeks to restore and maintain the natural ecological conditions of the Escalante River and its watershed and involve local communities in promoting and implementing sustainable land and water use practices.

ERWP is a loose coalition of interested parties working towards a shared goal and is not a formal 501(c)(3) in and of itself. There are approximately 30 agencies and organizations that have signed the Partnership Agreement as a commitment to achieve the stated mission.

Grand Staircase Escalante Partners became a signatory in 2011 and is one of the key nonprofit partners of ERWP. GSEP has been implementing the removal of woody invasive trees within the watershed on public and private lands since 2011 and 2015, respectively, applying for grants to provide funding to hire private contractors, conservation crews, and funding vegetation restoration, a vehicle, horse packers and staff positions to oversee the initial removal, re-treatment and monitoring of woody invasive removal.

Tour of Duty: 10 to 15 hours per week during week days, Monday – Friday. There may be occasional changes in the work schedule to include weekend events. Position is part-time, temporary during the 2017 season from approximately June through December.

Pay Range: Wage is \$15.00 - \$18.00 per hour, depending upon experience.

Location: GSEP's Escalante Office and Home Office

Primary Duties: Assist GSEP to help with ERWP capacity needs. This position will work with GSEP ERWP program coordinators to complete needed outreach, education, coordination, and fundraising efforts.

1) Education – Estimated 30% of time

- Coordinate with schools within or near the Escalante Watershed, of particular interest is the Escalante High School, to present on ERWP projects and the natural history of the watershed.
- Work with teachers and community members to organize student outreach activities, including curriculum utilization, field trips, in-school presentations or exhibits, and other opportunities as they arise.
- Work with teachers to develop new or revise existing curriculum to better meet teachers' needs and to highlight ERWP projects and the natural history of the watershed.

2) Coordination and Outreach – Estimated 40% of time

- Maintain ERWP website using WordPress and update social media platforms such as Facebook.
- Create layouts and content for ERWP print publications and other creative outreach documents.
- Assist with event planning, scheduling, setting up meetings and booths, reserving rooms, etc.
- Compile annual accomplishments, quarterly newsletters, and ERWP fact sheets, as needed.
- Assist in development of articles for local and regional papers and other media outlets.
- Update details for ERWP Outreach Committee.

3) Fundraising – Estimated 10% of time

- Assist with grant editing and writing as part of a collaborative team.
- Determine new funding opportunities and discuss with program coordinators.
- Update details for ERWP Fundraising Committee.

4) Other Administration Duties – Estimated 20% of time

- Compile invoices & receipts and submit for payment.
- Work closely with GSEP's general administrative assistant on other administrative duties related to ERWP projects, as needed.

Knowledge and experience required by this position:

The ideal candidate must have excellent organizational, writing, and communication skills. Writing skills include basic persuasive arguments for grants, but the majority of the writing will be informational press releases and meeting announcements to describe ERWP projects and watershed details to community members. Additionally, this candidate will have working knowledge of book keeping, specifically accounts payable and expense accounts. Have a working knowledge of Microsoft Word, Excel, PowerPoint, Publisher, WordPress, and basic graphic design platform like Canva. Must be willing to learn new software and computer skills as required by the job. Be self-motivated, efficient, and experienced at working independently. Be willing to work one day per week in the Escalante Office, remaining hours may be spent at home office utilizing personal computer. Bachelor's degree, preferred.

Submit resume, cover letter, and writing sample and/or graphic design sample to Stephanie Minnaert, Public Lands Program Coordinator for the Escalante River Watershed Partnership to stephanie@gsemn.org.

Resumes accepted until position filled.