

The Heart of the Continent Partnership seeks to sustain and celebrate the health, beauty, diversity and productivity of the natural and cultural resources of the border lakes region through collaboration to meet the needs of present and future generations.

Heart of the Continent Partnership

JOB DESCRIPTION

TITLE: Coordinator

CLASSIFICATION: Part Time, 8-20 Hrs/Wk

REPORTS TO: Steering Committee Chairperson

LOCATION: TBD

SUMMARY

The HOCP Coordinator is responsible for assisting the Steering Committee and various other project groups to achieve their goals.

PRIMARY RELATIONSHIPS

- Works closely with the steering committee members, chair, HOCP member group leaders and citizens and agency staff
- Leads volunteers/interns to produce quality quarterly meetings and special initiatives

RESPONSIBILITIES

- Support/coordinate the steering committee including bimonthly conference calls
- Manage Fundraising and Dues
- Facilitate Outreach and communication and assist with website/social media
- Support and help the co-leads of the Geotourism and Volunteer Initiatives
- Attend meetings
- Manage office operations including billing, deposits, expense and budget tracking
- Coordinate Volunteers and various projects
- Have fun!

EXPERIENCE

- Understanding of group process, consensus and delegation
- A genuine interest in all sorts of people
- A real ability to work both alone and in dynamic groups
- Solid communication skills in writing (grants, communications, emails, letters, etc.) and interpersonal activities
- Experience with customer relationship management (CRM) software preferred but not required
- Passion for the northern Minnesota/Ontario region

Send cover letter, CV/Resume and salary expectations preferably by email by December 19, 2014 to Paul Danicic paul@friends-bwca.org
c/o Friends of the Boundary Waters Wilderness
401 North Third Street, Suite 290 Minneapolis, MN 55401