

# **Project Administrator Position Description**

## **For Ranchers Stewardship Alliance**

**Job Title:** Ranchers Stewardship Alliance (RSA) Project Administrator

**Accountable to:** President of the RSA Board of Directors

**Application Deadline:** Position will remain open until a suitable candidate is found, application reviews will begin March 2, 2020.

**Salary:** Dependent on qualifications

### **General Position Description:**

**Status:** Ideally the position is full-time, but for the right candidate, part-time would be considered. Hours and days of work may vary according to the needs of RSA and the employee, but it is preferable that work days be designated. The employee will serve a six month probationary period. Funding of this position is based in part on the availability of grant funds.

**Office location:** Malta Business Center, Malta, MT 59538. Ideally the Administrator will live in the area, but for the right candidate remote working situations will be considered.

**Benefits:** The employee will accrue Paid Time Off credits, which can be used after a six month probationary period. The employee receives holiday pay (prorated) for all Federal holidays. There will be a potential salary increase provided upon completion of the six month probationary period.

**Travel:** The Administrator must have transportation, a valid driver's license and proof of vehicle liability insurance. Occasional travel to various RSA and related meetings is expected. The employee will be reimbursed for travel expenses and mileage at the State reimbursement rate.

### **Description of Duties:**

- Perform grant administration and reporting in accordance with grant rules and deadlines for the RSA. Prepare and submit grant applications as directed by the Board.
- Notify RSA Board, Committees, Members, Partners, and the Community of monthly meetings.
- Organize and edit all incoming information for all RSA meetings. Assist the President in organizing meetings and developing agendas for RSA monthly meetings.
- Provide monthly Administrators report to RSA board on projects, training, accomplishments, etc.

- Prepare financial reports, including a monthly balance sheet for the RSA Board at monthly meetings. Maintain financial records and track account balances.
- Responsible for recording, distribution, and filing of RSA monthly meeting minutes.
- Maintain records of director's terms of office and election dates, and track attendance at meetings.
- Prepare draft budget for approval of RSA Board prior to FY ending December 31.
- Answer phone, relay messages, and interact with the public.
- Assist in long range planning process. Meet and coordinate the needs of the annual plan of operation as established by the Board.
- Participate in employee training opportunities and incorporate learned skills into the position.
- Maintain an organized filing system.
- Other duties as assigned.

### **Communication and Outreach**

- Clearly communicate (written and verbally) RSA's mission and goals in compelling ways.
- Serve as primary point of contact and liaison for RSA.
- Provide information and distribute educational materials relevant to RSA, utilizing events such as Ag Day, Phillips County Fair, etc.
- Attend meetings with stakeholders, partners, and resource groups to inform, update and/or coordinate on RSA activities such as tours, and other educational events.
- Prepare articles for the yearly annual report, maintain updated mailing list, and coordinate layout, printing and distribution of the report with publisher.
- Work with committee to maintain a social media presence for RSA (Twitter, Facebook, Instagram, webpage, etc.).
- Work with committee to make preparations for functions such as PC Proud, awards, educational workshop, tours, etc.; provide for agenda, speakers, entertainment, location, equipment, educational materials, programs, door prizes, food and advertisement.
- Coordinate with schools for educational events, contests, workshops, speakers, materials, and grant opportunities.
- Provide public information through media outlets on RSA activities, upcoming meetings, and opportunities for stakeholder participation and input.
- Network with other like-minded stakeholders and public.
- Establish and maintain an effective working relationship with partners, RSA board, and the public.

**Knowledge, Skills and Abilities:** The Administrator shall be proficient in the following:

- Grant and contract administration skills.
- Oral and written communication skills.
- Ability to develop and maintain effective working relationships with fellow employees, Directors, and the public.
- Computer use for word processing, spreadsheets, Power Point, and Quick Books.
- Ability to organize and present data.
- Self-starter, ability to work independently.
- Maintain confidentiality.

**Additional Desired Knowledge, Skills and Abilities:**

- Grant writing experience.
- Experience working with Conservation partners and landowners.

**Qualifications:**

- High School diploma or above.
- Office experience including bookkeeping, records management, grant management and computer proficiency.
- Rural background is helpful.

**Terms of Employment:**

The Administrator will be an employee of Ranchers Stewardship Alliance, and will serve a six-month probationary period.