



Program Associate **Position Description**

Position Title: Program Associate

Status: Part-time (20-30 hours) with potential to become full-time

Reports to: Executive Director and Program Director

Location: Livingston

Position Summary:

WSE is seeking a Program Associate to help WSE promote regenerative ranching practices in Montana and the Greater Yellowstone Ecosystem, execute a carbon sequestration incentive program, foster coexistence between ranchers and wildlife, facilitate stronger connections between producers and consumers of local food, and increase communication to the diverse audiences who manage and care about Montana and Greater Yellowstone.

Specifically, the Associate will organize educational workshops and events about regenerative ranching practices, help the Program Director implement WSE's Montana Grassland Carbon and Local Foods programs, develop outreach materials to increase awareness about regenerative practices and WSE, and organize rancher and chef participation in Harvest Celebration and the Chef/Producer Summit.

The Associate will serve in a support capacity to WSE's Executive Director and Program Director to implement strategies and activities related to WSE's programs and activities.

Responsibilities & Accountabilities

- Organize educational workshops, ranch tours and field days to promote soil health and regenerative ranching practices.
- Organize range rider trainings.
- Help refine WSE's Sustainability Certification program to include more regenerative ranching practices and create a new certificate program for education around these concepts.
- Help identify and recruit ranchers and consumers into WSE's programs.
- Survey participants of WSE Sustainability Certification program.

- Help update and disseminate WSE's Producer Directory to chefs and consumers.
- Help develop messaging content and promotional materials relevant to the programs.
- Conduct strategic research.
- Prepare appropriate work status reports.
- Report activities of the project to WSE Executive Director and Program Director, collaborators, funders, and the WSE board.
- Participate in staff meetings and appropriate board functions.
- Enter program-related data consistently into WSE database.
- Help staff complete high priority projects when necessary.
- Submit monthly time reports, work plans and expense reports.

Requirements

- Proven background in production agriculture and/or soil science
- Proficiency in MS Office (MS Word, Excel and MS PowerPoint)
- Excellent time management skills and the ability to prioritize work with the ability to multi-task
- Attention to detail and excellent time management
- Excellent written and verbal communication skills
- Strong problem solving skills, a creative mindset and the ability to work under pressure
- Positive attitude and commitment to working with diverse groups of people
- Ability to actively listen and work as a team
- Willingness to travel and work occasional weekends for WSE activities

Compensation

- Competitive/commensurate with experience and other qualifications
- Paid vacation
- Year-end bonus
- Paid National Holidays
- 2% of salary contributed to a SIMPLE IRA
- Contributions to a medical savings plan
- Life insurance policy

NOTE: This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities required of the employee. All employees are required to be responsible for and assist with additional tasks and responsibilities as needed. This job requires occasional lifting of objects up to 75 pounds and use of personal vehicle for travel.

Western Sustainability Exchange reserves the right to verify previous employment and other information provided by a candidate. If a candidate provides false information, an offer for employment may be rescinded.

Western Sustainability Exchange is an Equal Opportunity Employer

To Apply

Email Resume, Introductory Letter and writing samples to:
Lill Erickson: lerickson@wsestaff.org