

# Roundtable on the Crown of the Continent

Connecting People to Sustain & Enhance Culture, Community, & Conservation

## Roundtable Coordinator Position Description

The Roundtable Coordinator (Coordinator) is an independent contractor working for Roundtable on the Crown of the Continent (Roundtable) through the Center for Large Landscape Conservation (CLLC) as our fiscal sponsor. The Roundtable is a community-based network that connects people to care for lands, waters, and communities in the Crown of the Continent Region—an ecologically and culturally important landscape that straddles the U.S. and Canada.

The Roundtable Coordinator is a half-time role funded for six months, from May to October 2023, to plan and coordinate the Roundtable's Annual Gathering in September and enhance the internal capacity of the Roundtable in 2023. We are searching for a Coordinator that is an effective connector and compassionate communicator; independent and driven; comfortable with ambiguity and change; capable of working collaboratively with a diverse team and partners; experienced with events planning, budget management, and fundraising; honors Indigenous sovereignty and self-determination; and is connected to the Crown of the Continent Region. The Coordinator will work alongside the Roundtable's Leadership Team, Executive Committee, and partners.

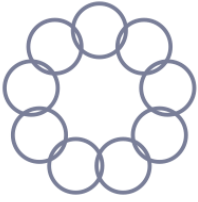
## Responsibilities

### *Plan and Coordinate the Roundtable's Annual Gathering*

- Work with the Roundtable's Leadership Team, Executive Committee, and partners to identify topics, speakers, and activities to include in the Annual Gathering
- Support recruitment of and communication with speakers and participants attending the Annual Gathering
- Schedule and coordinate planning meetings, outreach, and pre-event communications with prospective attendees and registrants
- Work with CLLC communications team to promote the event
- Support fundraising for the Annual Gathering and Roundtable

### *Coordinate Roundtable Meetings and Foster Connections*

- Coordinates monthly Roundtable Leadership Team meetings and bi-weekly Executive Committee meetings.
- Conduct outreach and connect with diverse partners and prospective Annual Gathering participants across the Crown of the Continent, including but not limited to: Tribes and First Nations; farmers, ranchers, and private landowners; businesses; non-profits; youth; colleges and universities; government agencies; regional partnerships and networks; and community members.



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## *Budget & Logistics Management*

- Develop, track, and responsibly manage the Annual Gathering budget with support from the Roundtable's Executive Committee and the fiscal sponsor.
- Manage logistics for the Annual Gathering including venue booking, catering, lodging options for attendees, and on-site interactions with venue hosts.

## *Physical Requirements and Work Environments*

- Primarily virtual/remote
- Participation in Annual Gathering

## **Requirements & Desired Qualifications**

### *Education*

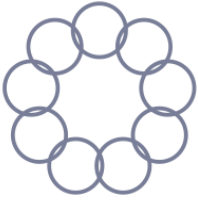
- Background in program coordination/management, budget management and fundraising, and facilitation
- Bachelor's Degree or four (4) years of demonstrated equivalent experience.

### *Preferred Skill Sets & Experience*

- Strong interpersonal and collaborative leadership skills
- Efficient, respectful, and compassionate communicator
- Ability to manage budgets and fundraise
- Effective and inclusive event planner
- Comfortable with ambiguity and able to effectively navigate conflict
- Strong initiative, driven, and an advocate for themselves and others
- Pitches in and contributes to achieving group goals; supports everyone's efforts to succeed; balances team and individual responsibilities
- Demonstrated experience with facilitation and coordination
- Demonstrated cultural competency and ability to work successfully with diverse perspectives, and with engaging community members across a broad range of experiences. Thrives in cross-cultural spaces and embraces humility
- Creative and able to identify and realize a shared vision with diverse partners
- Proficient in MS Office Suite as well as shared document platforms (Google Drive)
- Proficient in videoconferencing technology as a means to connect and facilitate multi-party conversations (Zoom, MS Teams, Google Meet, etc.)

### **Location**

- Remote (with the expectation to participate in the Annual Gathering in-person)
- Reliable internet and phone communication is the responsibility of the Coordinator



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### **Compensation**

- 30 USD/hour at ~0.5 FTE for six months (~\$15,000 USD total) with intention to continue.
- Invoices sent to CLLC by the 5th of the month for the prior month's hours.

### To Apply:

- Send a resume/CV, a one-page cover letter, and three references to [jamie@largelandscapes.org](mailto:jamie@largelandscapes.org) by April 28th.

### About our Fiscal Sponsor:

The Roundtable on the Crown of the Continent is an independent group working under the fiscal sponsorship of the Center for Large Landscape Conservation. Headquartered in Bozeman, Montana, CLLC's mission is to protect life on Earth by promoting ecological connectivity to support healthy wildlife habitats and safeguard nature's resilience to climate change. To advance this mission, CLLC supports a range of networks – including the Roundtable on the Crown of the Continent – that are increasing connectivity with people and landscapes.

We work to actively cultivate an inclusive workplace and value the leadership, skills, and perspectives of people from diverse backgrounds. People of color, LGBTQ+ persons, and people from other historically marginalized communities are strongly encouraged to apply.