Bob Marshall Wilderness Foundation: Job Announcement
Field Coordinator

About the Bob Marshall Wilderness Foundation

The Bob Marshall Wilderness Foundation (BMWF) is a 501(c)3 nonprofit organization partner to the United States Forest Service, providing volunteer engagement, partnership development and wilderness education for the Bob Marshall Wilderness Complex – over 1.5 million acres of wild Montana country. The foundation organizes 40 stewardship projects annually and recruits 300 to 400 volunteers and interns, ages 12 to 80, to clear trails, restore damaged areas and remove invasive weeds. Since its incorporation in 1996, the Bob Marshall Wilderness Foundation and its volunteers have cleared over 5,000 miles of trail and donated millions of dollars of labor to improve public lands.

About the Bob Marshall Wilderness Complex

Considered by many to be the “crown jewel” of the wilderness preservation system, the Bob Marshall Wilderness Complex in Northwestern Montana is the third largest Wilderness area in the lower 48. “The Bob,” as it’s known locally, straddles the Continental Divide and is comprised of towering limestone reefs (including the famous Chinese Wall), range after range of majestic mountains, lush forests, broad basins and valleys, and two Wild and Scenic Rivers. The Bob is located on lands traditionally inhabited by the Blackfeet tribe on the east side of the Divide and the Salish and Kootenai tribes on the west.

Position Details

Title: Field Coordinator
Classification and Time: Full time, year round
Reports to: Program Director
Location: The BMWF offices are located in the Hungry Horse Ranger Station, Hungry Horse, Montana

Description: The Field Coordinator is responsible for planning, implementing and supervising BMWF’s stewardship opportunities. Working closely with Forest Service partners, volunteer packers, Crew Leaders and trail steward volunteers, this position will coordinate the logistics to get BMWF’s trail crews safely in and out of the Bob Marshall Wilderness Complex. The Field Coordinator is also responsible for hiring and supervising BMWF Wilderness Interns and Crew Leaders. This is primarily an office position, with some field time and volunteer leadership required (70% office, 30% field). This position is under direct supervision of the Program Director.

Desired Skills, Experience and Background

Qualifications may be met by any combination of education and experience that provide the knowledge, skills and abilities listed in the job description. Typically, the Field Coordinator will have graduated from an accredited college with a major in wilderness management, recreation, natural resource management, outdoor education or closely-related field, and/or have 5 years’ experience with working in the field on backcountry trails and backcountry group leadership.

The ideal candidate will possess the following skills:

- Passion and belief in the Bob Marshall Wilderness Foundation’s mission, vision, goals and objectives
- Knowledge and experience with programs directly related to Bob Marshall Wilderness Foundation
- Experience with a government agency, outdoor program, or non-profit organization
- Supervisory and outdoor education experience
- Trail maintenance and construction skills
- High level of initiative, creative problem solving, and attention to detail
- Wilderness living skills including Leave No Trace, GPS and map use, extended trips in the backcountry, etc.
- Proficient computer skills including Microsoft Word, Excel, Google Drive
Additional experience that would be desirable for this position:

- Experience in volunteer and/or intern management
- Knowledge of Bob Marshall Wilderness Complex trails
- Experience working around pack stock
- Experience working with outfitters and guides
- Certified B Sawyer (felling and bucking); C Sawyer Bucking with saw coordinator certification preferred

Desired Management Style

- A team player; in touch with staff, management, and the community, willing to perform all of the responsibilities and duties necessary for the operation of an effective organization
- Able to resolve conflicts and work calmly and effectively in sensitive situations.
- An effective communicator
- A dependable, honest, and effective leader
- Highly organized with attention to detail

Key Job Functions

Project Management
- In coordination with the Program Director, plan details for 40+ backcountry projects
- Act as a liaison between the US Forest Service and BMWF for each project
- Connect with field staff, USFS partners and volunteers throughout the summer to ensure good leadership, quality work and positive volunteer experiences
- Assist with writing descriptions for projects to publish on website
- Assist in recruiting volunteer packers and trail volunteers
- Develop project plans and volunteer details for each stewardship project in a timely manner

Internship Management
- Recruit, select, supervise, and evaluate Wilderness Interns and Packer Apprentices
- Work with Forest Service managers to place qualified interns in each district
- Coordinate with Master Packers and Packer Apprentices to ensure participation and track lessons learned
- Facilitate intern education by guiding them through an Individual Action Plan (goal setting), project reporting, final review (goals follow up), and evaluation of final project
- Work with the Program Director to ensure completion of intern assignments and required paperwork
- Organize an Intern graduation event

Crew Leader Management
- Recruit and hire 6+ seasonal Crew Leaders.
- Plan, build the schedule of presenters, and lead aspects of Crew Leader and Intern orientation and training
- Train seasonal staff in trail maintenance skills including a B Bucker certification, tread work, water bars, drain dips and brushing
- Collect field accomplishments reports, and address personal concerns and group dynamics after each project. Conduct a final evaluation at the end of the field season.
- Be on call some weekends throughout the summer in support of the Program Director
- Act as BMWF’s cache manager
- Lead 1 to 2 volunteer project trips/season
- Conduct field visits throughout the season with intern and crew leaders
- Fill in for BMWF Crew Leaders if needed in the field as “on call” crew leader if CL’s get sick or injured.

Job Requirements

Position is based in Hungry Horse, Montana. Some travel and weekend availability is required. Use of your personal vehicle may be necessary with mileage reimbursement at a rate set by the BMWF.
Salary & Benefits

- Annual compensation starts between $39,000- $45,000 depending on experience
- 15 days of annual vacation (20 days after first year)
- 15 paid holidays
- Employer-paid health insurance
- Employer-matched SIMPLE IRA plan
- Weekly Health and Wellness Hours and Annual Wilderness Days provided
- Relocation benefits
- Combination of in-office work and telework flexibility

To Apply

Please send resume and cover letter to Rebecca Powell, Program Director at rpowell@bmwf.org
The hiring process will begin on October 14th 2022 and the position will be open until filled.

The Bob Marshall Wilderness Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, national origin, age, physical or mental disability, sexual orientation, marital status, religion, creed, sex, gender, or other legally protected class status.

Our Commitment to an Inclusive Outdoors

Bob Marshall was best known as a passionate advocate for the protection of wilderness, but he was also a champion for the social justice issues of his day. Bob fought for the integration of Forest Service facilities and equal access to public lands in the 1930s. He was a tireless campaigner for the rights of workers as well. Bob fought for programs that would create tangible connections to wild nature for all Americans. As an organization who bears his name, we aim to follow in Bob’s footsteps. As a committed group of public land stewards, we also stand with those that demand an American experience that is equitable, fair and just.

Through intentional actions we will seek connections with nature for all Montanans and Americans – connections that come from time spent on the lands we all share. We will work to remove barriers for those that have not seen themselves as part of the American public lands story, including Black, Indigenous, People of Color and LGBTQ+ communities. We will explore our own actions, examine our own policies, and facilitate partnerships to help remove the vestiges of exclusion. Read our full commitment and specific actions at bmwf.org/dei