



Watershed Program Coordinator - Job Description

Job Title: Watershed Program Coordinator

Location: Livingston, Montana

Classification: part-time - 20 hours / week preferred, with opportunity to move to full time

Compensation: \$22 - \$28/hour starting rate, DOE, plus benefits.

Application Deadline: Will start reviewing applications week of September 18th - Open until filled.

Position Start Date: October 2026

Background:

The Upper Yellowstone Watershed Group (UYWG) and Shields Valley Watershed Group (SVWG) work in concert with the Park Conservation District (PCD) and the local Natural Resource Conservation Service (NRCS). PCD provides support for natural resource conservation needs and is a local subdivision of state government and serves the private lands of Park County at a time of major land use, land cover, and demographic change.

The mission of the Upper Yellowstone Watershed Group (UYWG) is to understand and conserve the Upper Yellowstone watershed, including its agriculture, open space, rural character, wildlife, fisheries, natural resources, and recreational use while protecting private property rights. The Vision is to serve as a trusted voice, and a forum for robust, collaborative engagement. The purpose and goals of the UYWG are to:

1. Preserve production agriculture and the open space it provides by promoting a stewardship approach to watershed management.
2. Protect and respect private property rights.
3. Provide dependable and accessible information through collection and dissemination of scientifically sound monitoring and assessment data.
4. Maintain and preserve the overall health of the watershed by developing best practices, seeking innovative solutions, and working to improve drought response and preparedness.
5. Lead community education and outreach efforts on watershed-related issues.
6. Provide a collective 'voice for the watershed' through the exchange of ideas and response to issues.

Position Description:

The Watershed Program Coordinator (WPC) will fulfill a diverse set of roles. Most broadly, the WPC works with staff and the Board of Supervisors (BOD) to accomplish perennial, long-term conservation

objectives and to provide support in all areas of the Shields Valley and Upper Yellowstone Watershed business. This position is supervised by and reports directly to the Board of Supervisors.

We work collaboratively with a diverse set of local landowners and local, state, and regional partners to implement conservation initiatives and fulfill our mission. Committees are led by volunteers representing landowners, business owners, and community members. The watershed groups are also advised by technical experts housed in local, state, and federal natural resource agencies.

Work Environment: This position requires some field work and daily operations are based out of the PCD office shared with NRCS in Livingston, Montana. Occasional travel and attendance for meetings, trainings, and conferences is required.

Duties & Responsibilities:

Watershed Program Coordination ~50%

- Develop and manage projects and collaborative efforts.
- Assist with securing funding for conservation initiatives as well as with grant writing, reporting, and management.
- Coordinate the Shields Valley Watershed Group
- Coordinate UYWG and sub-committees:
 - Fish, Wildlife and Recreation Committee
 - Drought Focus Group
 - Paradise Valley Working Lands Group
- Work and coordinate with program contractors and interns.
- Work with Board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.
- Manage project and program budgets.
- Build partnerships and facilitate stakeholder processes that implement priority watershed programs: including drought planning, working lands initiatives, other joint collaboratives.
- Network with groups to identify and develop partnership opportunities, including participating in other organizations' activities and meetings.

Communication & Outreach ~35%

- Organize education and outreach events that support conservation priorities of the SVWG and UYWG.
- Develop and implement outreach strategies to communicate with stakeholders, partners, and community members.
- Coordinate and implement field tours, community outreach meetings, and educational events.
- Maintain and update website, social media platforms, and electronic newsletters.

Administrative Assistant Duties ~15%

- Assist in the preparation of monthly PCD meetings and issuance of public notices.
- Record and distribute meeting minutes.
- 310 Stream Permitting support.
- Grant support and tracking.
- Conservation District newsletters, education and outreach, and operational needs.

Qualifications:

The ideal candidate is flexible and self-starting and has outstanding interpersonal and communication skills. Excel at maintaining and building partnerships. Strong ability to multi-task and prioritize diverse workload. Project management experience. Some travel and weekend/evening availability is required; use of personal vehicle will be necessary with mileage reimbursement at the MRF annual rate.

Minimum Qualifications Include:

- Bachelor's degree in resource management, range management, conservation, hydrology, or related field of study.
- Excellent written, verbal, and communication skills.
- Proficient computer skills including Word, Excel, Canva, website management, and social media platforms.
- Experience working with agricultural producers, agencies, non-profit organizations, and volunteers.
- At least two years of experience in a related field.
- Valid driver's license.

Preferred Qualifications Include:

- Minimum 3-5 years of experience in natural resource management or conservation field, or Master's degree in resource management, range management, conservation, or related field.
- Experience in community outreach, communications, and public speaking.
- Experience planning and facilitating meetings.
- Experience with grant writing and technical writing.
- Strong leadership skills.
- Project management experience: budgeting, grant management, partner collaboration, contractor management.

Benefits:

- Paid sick and annual leave on a prorated schedule according to the PCD Personnel Policy.
- Holidays – paid holidays recognized by the State of Montana.
- Health – a monthly health insurance stipend.
- Retirement – optional MT Public Employee Retirement 457(b) Deferred Compensation Plan.
- Monthly cell phone stipend.

Park Conservation District is an equal opportunity employer, and we encourage individuals who are passionate about our mission to apply. **If you meet 75% of the above qualifications, we encourage you to apply.**

To Apply:

Please send your cover letter, resume, and three references with a minimum of one professional reference to rebecca.saunders@mt.nacdnet.net. Applicant review will begin week of September 21, 2026 and the position will remain open until filled.