

JOB ANNOUNCEMENT



ROUND RIVER
Conservation Studies

Position: Conservation Program Assistant

Organization: Round River Conservation Studies
Location: Bozeman, MT, USA
Employment: Immediate through August 2024, with possibility of extension. Part-time flexible (average 20 hours/week) with competitive salary commensurate with experience and abilities.

Position open until filled.

Summary:

We are seeking a dynamic and versatile Conservation Program Assistant to join our team at Round River Conservation Studies. Round River is a 501(c)(3) nonprofit international ecological research and education organization dedicated to working with local and indigenous communities to protect large intact landscapes. In this role, you will play a crucial part in supporting our Conservation Program team across a diverse array of international projects, with a primary focus on northwestern Canada, where we partner with multiple First Nations.

This position offers an opportunity for hands-on experience in implementing conservation science and GIS methodologies. As the Conservation Program Assistant, you will be actively involved in tasks that support wildlife habitat modeling, climate change assessments, and landscape prioritization for protective designations of cultural and ecological values. Working closely with senior staff, your responsibilities will include providing technical support in GIS mapping, spatial database management, data organization and analysis, as well as contributing to technical writing and assisting with emerging project needs, as identified by Round River senior staff.

Qualifications

Required:

- Working towards or have a Bachelor's degree in geography, landscape ecology, conservation biology or related discipline.
Proficient with ArcGIS Pro and Microsoft Office
- Experienced and skilled in GIS analyses and cartography, database and information management and development, and spatial data metadata and documentation
- Possess excellent organizational skills and self-starting abilities; enthusiastic about applying existing expertise while continuously learning new skills
- Technical writing abilities
- Ability to document technical work and develop metadata
- Experience conducting literature reviews and summaries of technical topics

Desired:

- Familiarity with or proficiency in R programming language and coding
- Experience with aquatic and terrestrial wildlife habitat analyses including occupancy modeling, distance sampling, resource selection functions, etc.

Professional Qualities:

- Commitment to the mission of Round River Conservation Studies and a passion for applying rigorous scientific approaches to address conservation concerns
- Demonstrated ability to manage workload, prioritize tasks, and meet project deadlines
- Demonstrated analytical and creative problem-solving skills
- Proven ability to work effectively within teams and adapt to various project roles

Pay and Benefits:

\$15.00-22.00/hour, depending on experience

Health insurance premium reimbursement plan including medical, dental, and vision.

To Apply:

Send application materials to the Conservation Director, Maggie Triska, maggie@roundriver.org. Application materials include a letter of interest describing how your skills and experience meet the qualifications for the position and why you believe Round River Conservation Studies (www.roundriver.org) to be a good fit for you, current resume with professional references, and example of mapping products. Candidates must be eligible to work in the United States.

Race, Equity, Diversity, and Inclusion:

Round River Conservation Studies strives to be a diverse, inclusive, and equitable workplace where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, or disability, feel valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all our departments and programs. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard.

Round River Conservation Studies

618 W Griffin Dr Ste J

Bozeman MT 59715