

Administrator for the Upper Colorado River Wild and Scenic Stakeholder Group.

The Upper Colorado River Wild and Scenic Stakeholder Group (SG) seeks a part-time independent contractor to serve as Administrator. The SG is tasked with developing and implementing the Wild and Scenic Rivers alternative management plan to protect the outstanding values, including floatboating and fishing, of the Upper Colorado River from Gore Canyon near Kremmling to No Name near Glenwood Springs. The SG is comprised of stakeholders from the boating, angler, environmental, local and state government, and water-provider communities. For more information on the SG's efforts, visit <http://www.upcowildandscenic.com>.

Location: Colorado resident, work remotely with required travel to Summit County and Denver metro area for regular meeting attendance.

Position Description: Administrator will provide organizational and administrative support to help optimize the operations of this large and varied group of stakeholders. This position will report directly to the SG's Officers, while coordinating closely with the SG's Coordinator and Executive Committee. The time commitment is approximately 64 hours per month, with the expectation that the Administrator will help refine responsibilities and expectations over time. Pay commensurate with experience.

Key responsibilities:

- Provide administrative support for the SG, including:
 - Scheduling, planning for, supporting, and following up on quarterly SG meetings;
 - Develop meeting agendas and ensure agendas and meeting materials are made available on a timely basis; and
 - Planning special events for SG as needed.
- Schedule, attend and report on committee meetings, including:
 - Assist committee chairs in scheduling meetings and sending out meeting notices and materials at least one week in advance;
 - Arrange meeting logistics and teleconferencing for committee meetings, in coordination with committee chairs; and
 - Oversee timely preparation and circulation of meeting summaries, action items and assignments as appropriate, including committee updates for SG meeting.
- Ensure compliance with deadlines and completion of action items and tasks.
- Participate in management of SG, including meeting regularly with Executive Committee and Coordinator.
- Maintain the records of the SG.

Qualifications:

- Preferred experience in management, nonprofit administration, office management;
- Preferred degree from a four-year accredited college or university, preferably with a B.A./B.S. in natural resources, hydrology, biology or related field;

- Willingness and ability to travel in limited geographic area;
- Excellent written and verbal communication, including ability to communicate clearly with SG members on both technical and administrative issues;
- Excellent organizational, time-management, and leadership skills;
- Familiarity with office management procedures and basic budgeting and accounting principles;
- Demonstrated proficiency in Microsoft Office, Google applications, and Dropbox;
- Strong work ethic, personal integrity, and self-starter attitude; and
- Demonstrated proficiency in maintaining schedules and working under deadline.

Application instructions

Candidate interviews will start October 16th. Position open until filled. Please submit a cover letter, resume, and references to info@upcowildandscenic.com.