

*Outreach Notice
Youth Employment Program
Project Coordinator
Dillon, Montana*



Outreach Reply Due Date is February 28th, 2021

Youth Employment Program, Inc. is advertising a permanent part-time position for a Project Coordinator in Dillon, Montana.

This notification is being circulated to inform prospective applicants of this opportunity and to determine interest in this position.

To request an application please contact:

Steve Adams, Executive Director
208-993-0496

About the position:

Youth Employment Program, Inc. (YEP) is a 501 c. 3 non-profit organization located in Salmon, Idaho. YEP's mission since 1995 has been to engage youth ages 14-25 in meaningful work that provides opportunity for personal growth by learning how to work and communicate in a team setting.



YEP is currently working with The Nature Conservancy in its role with the Southwest Montana Sagebrush Partnership to implement habitat improvement projects. Working with various agencies, organizations, and private landowners, the Project Coordinator will be planning projects in the spring and implementing these projects with youth during the summer months. Projects might include but are not limited to fence modifications to improve wildlife corridors, stream restoration, weed control, erosion control, willow planting, brush/tree removal, and other natural resource or land management activities. This advertisement is for a part-time position, but hours may vary to as much as full time during project implementation months.

The Project Coordinator will be the organization's representative in Dillon, Montana with support from the Executive Director of YEP. The goal being to work independently to build the program to include other partners.

This is a new position and a new opportunity for southwest Montana. This position will be complex and challenging but can be very rewarding as the program grows and becomes a dynamic catalyst for community and youth benefit.

The position's duties:

- Work with YEP Executive Director to:
 - Plan community outreach
 - Recruit and interview potential youth employees
 - Identify potential funding sources
 - Outreach to University career councilors
- Coordinates with partner organizations to plan and implement projects
- Leads up to 5 seasonal employees
- Provides training, leadership and direction to co-workers and partnering organizations/individuals, with a strong emphasis on safety.
- Performs routine tool and equipment maintenance
- Outdoor tasks will be performed in a variety of conditions such as hot, cold and/or wet weather. The landscape is often steep, with a wide variety of terrain and elevation changes. In addition, the position will require strenuous physical exertion including, bending, lifting, carrying supplies/equipment, and using tools.

A successful applicant will:

- Communicate effectively, resolve conflicts, work well in a team setting, and have strong problem-solving skills.
- Be interested in and enthusiastic about community involvement
- Enjoy working with the general public
- Have strong data collection, documentation, and organizational skills.
- Have a good driving record and valid driver's license
- Able to pass a background check