



JOB ANNOUNCEMENT

Bear Smart Alberton Assistant Community Coordinator

Background: The Bear Smart Alberton Working Group seeks to hire a part-time Assistant Community Coordinator to coordinate program activities with local government and other partners, and perform administrative duties to support and enhance the Town of Alberton's goal of becoming a "Bear Smart Community".

General Job Description: The Assistant Community Coordinator will provide coordination and facilitation services to the Bear Smart Alberton Working Group, as well as:

1. Assist with securing of other grants/funding opportunities.
2. Maintain and create content for social media.
3. Support outreach and education efforts, including preparing materials and helping at events.
4. Help coordinate and facilitate meetings and activities.
5. Provide general administrative support to increase the Community Coordinator's reach and effectiveness.
6. Other duties as assigned to expand the scope and capacity of Bear Smart Alberton.

Supervision: The Assistant Community Coordinator is a temporary part-time position. The duty station is Alberton, MT. Supervision is provided by the Community Coordinator and the Bear Smart Alberton Working Group.

Position Specifications: This will be an estimated 14-month position with an anticipated, but not guaranteed, extension if additional grant funds are acquired. The employee will work part-time an average of 5 hours per week, but this can vary from week to week depending on current needs and time of year. The salary is \$20/hour (negotiable) with a transportation allowance as needed for travel away from the duty station. Applications should address skills and experience in the following areas:

1. Ability to communicate verbally and in writing with a broad range of audiences.
2. Ability to handle conflict and controversial situations with tact.
3. Ability to set up and conduct in-person and virtual meetings for both professional and public groups.
4. Be a licensed driver with safe driving record and access to a motor vehicle (mileage reimbursable).
5. Knowledge of various office tasks, including using computers. Ability to manage social media and web sites a plus.
6. Knowledge of the life history, behavior, and management practices of bears, or ability to gain quickly.
7. Independent contractor preferred.

Letters of application are due by 5 pm April 30, 2026, with an anticipated start date of May 18, 2026. Send or email applications, including references to:

Bear Smart Alberton
8250 Lazy H Trail
Missoula, MT 59808

OR

bearsmartalberton@gmail.com