



PROGRAM COORDINATOR

The Forest Vegetation Management Conference (FVMC) has an immediate opening for the position of Program Coordinator. This position will assist the Executive Board by managing the bulk of the clerical and managerial duties necessary to the conference.

Description

The Coordinator provides the lead in organizing and managing the annual conference. This includes, but is not limited to: managing continuing education, registration, correspondence, vendors, venue and services. This position also manages the Program Committee's planning and development of the subsequent year's conference, maintains funding and budgets, as well as files taxes and reports to the appropriate government agencies as needed. A detailed summary of job duties will be made available by contacting the e-mail address below.

Qualifications

Interested parties should possess good communication skills, be competent in common software use (accounting software a plus), be professional, detail oriented, well organized and excited about contributing to the maintenance of the FVMC tradition.

How to Apply

The Hiring Committee is requesting a cover letter and résumé from those who wish to apply. This is a contractual service and will be awarded based upon agreed workload, so a formal bid is encouraged, but not required at this time.

The deadline for application is February 6th, 2019. Please refer questions and submit the requested documents to bdlindstrand@gmail.com.