

POSITION ANNOUNCEMENT
August 15, 2012

CATHLAPOTLE PLANKHOUSE COORDINATOR
FRIENDS OF THE RIDGEFIELD NATIONAL WILDLIFE REFUGE

The Friends of the Ridgefield National Wildlife Refuge (NWR) seek a cultural and native history interpreter/educator to serve as Coordinator for the Cathlapotle Plankhouse. The Friends is an independent nonprofit organization whose mission is to support, protect, and enhance the Ridgefield NWR and its wildlife habitat; and to broaden public awareness and participation in its environmental, cultural, and educational opportunities. The Cathlapotle Plankhouse is a heritage tourism and educational field trip destination that hosts programs designed to connect people with the nature and history of the Lower Columbia River.

Requirements: The preferred candidate must either have a Master's degree, or at minimum a Bachelor's degree plus at least one year of related experience in Anthropology, Archaeology, Museum Studies, Cultural/Public History or related fields. Excellent interpersonal, presentation, writing, and cultural and historical interpretation skills are a must, as are proficiency in computer office applications, including database, graphics, and website management applications. The position requires the ability to work independently with limited supervision as well as to work as part of a team, and the ability to multitask and work to deadlines. Sufficient mobility is necessary to guide walks and tours through unimproved areas of the Refuge. Frequent weekend work is required, but the work schedule is flexible. The chosen candidate will be subject to a background check.

Duties: The duties of the Plankhouse Coordinator will include: developing cultural interpretive and educational materials, programs, and scripts; guiding school groups, tour groups, and visitors to the Plankhouse and Refuge; recruiting, training, and coordinating volunteers; planning and staffing events; producing and distributing email and print information, electronic newsletters, and reports; assisting in grant writing and grant project management; assisting the staff of the Ridgefield National Wildlife Refuge on Plankhouse-related activities; and other duties as assigned.

This is a full-time, project-based, grant-supported contract position. As a contract position, no tax withholding, insurance or other benefits are offered. Extension of the contract is dependent upon availability of future funding. The Friends is committed to EEO principles. Compensation will be based on qualifications, but is expected to be in the range of \$32,000 to \$40,000 as annual salary, depending upon experience level.

Applicants should submit a letter of interest and a resume detailing education, experience, and skills-based qualifications by email to: plankhouse@gmail.com or six printed copies by mail to: Friends of Ridgefield National Wildlife Refuge, P.O. Box 1022, Ridgefield, WA 98642. **Closing date for applications is September 6, 2012.** This position begins no later than November 1, 2012. Questions may be emailed to plankhouse@gmail.com.