



**MONTANA WILDERNESS SCHOOL**

## **Western Montana Student Recruitment Specialist**

The MWS Western Montana Student Recruitment Specialist is responsible for connecting with prospective students and their parents and enrolling them for our 2019 expeditions. This position is supervised by the Outreach Manager and works in collaboration with the Executive Director, Operations Manager and Communications Manager.

This is a part time job position. It requires an organized and flexible individual who is excited and passionate to work for a developing grassroots start-up nonprofit organization. Applicants must possess strong verbal and written communication skills and will deal directly with prospective students, parents, and other professional partners and organizational contacts.

The Western MT Student Recruitment Specialist will spend significant time at schools and in classrooms in the Missoula area. A smaller portion of the time, the Western MT SRS will present at outreach events at other venues in the Missoula area, the Bitterroot Valley, and around the state. As a majority of this position will be spent doing outreach in public schools in Missoula, a personal or professional connection with Missoula middle and high schools and the ability to be invited into classrooms is required; experience with tribal youth preferred.

### **RESPONSIBILITIES:**

- Present in classrooms about MWS expeditions and financial aid program. This includes teaching opportunities related to outdoor education topics as teachers see fit.
- Table at schools and other locations to advertise and answer questions about MWS
- Management of the admissions process including responding to questions from parents and students and helping them navigate the required applications and paperwork
- Assist the Operations and Communications Managers with students' application process
- Help support outreach events in the community and, occasionally, around the state
- Coordinate and collaborate with other developing organizational partnerships
- Be an enthusiastic spokesperson for MWS in personal and remote interactions with the public

Additional responsibilities as time allows:

- Help build and support the MWS Alumni network and future engagement
- Help support MWS marketing as needed (i.e.; social media, website, newsletter, print media)

### **QUALIFICATIONS:**

#### **Necessary:**

- Familiarity working with the 14 to 18-year-old age group
- Excellent presentation and public speaking skills
- Connection with Missoula public school system: high schools and middle schools.
- Strong ability to start and maintain connections with school faculty and staff
- Excellent written and verbal communication skills
- Strong organizational skills, attention to detail and the ability to work alone



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- Proficiency in Microsoft Office and Excel
- Familiarity with and understanding of MWS values and mission
- Willingness to give and receive constructive feedback
- Ability to communicate clearly and frequently with other MWS staff when working remotely (i.e. not in Bozeman)

### **Strongly Preferred:**

- Experience working with tribal youth and/or members
- Past experience working with teenagers as an educator, mentor, or group leader
- Past experience with students from at risk and/or underserved backgrounds
- Capacity to listen and identify with teenagers' concerns, needs and interests
- Past experience in recruitment, or sales
- An understanding of how to connect to Montana parents
- Experience in outdoor/experiential education (as a student, administrator or instructor)
- An understanding of spreadsheets and online calendars
- Business marketing experience; including the ability to utilize social media platforms

### **WORKING CONDITIONS AND LOCATION:**

The MWS office is located in Belgrade, MT. The Western MT SRS will need to travel to the MWS office for training in January during the week of January 7th (dates to be decided) and is welcome to work at the MWS office in Belgrade if they are visiting the Bozeman area.

While this position will be based out of Missoula, they will be expected to connect via video call with the outreach team twice a month and will be in touch regularly with the Outreach Manager. A large portion of this position will be spent out in the Missoula community and at Missoula schools. Access to a personal vehicle is necessary.

### **OTHER REQUIREMENTS:**

- A criminal background check is required from all MWS employees
- Copy of valid a driver's license and another valid form of ID (Passport or Green Card/Social Security card)
- Applicant must be at least 21 years of age for insurance purposes.

**CONTRACT TERMS & DURATION:** This is a part-time position (16 hours/week). Most hours to be conducted during school hours, with some additional hours on occasion in the evenings and/or weekends. Position goes from January-May 2019 with the opportunity to run through early June.

**COMPENSATION:** This position will be paid on an hourly basis at \$15/hour.

**TO APPLY:** Applications accepted beginning October 26th, 2018. Position open until filled.

Send your resume, cover letter and two professional references to: [nicki@montanawildernessschool.org](mailto:nicki@montanawildernessschool.org)



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