

**Montana Urban and Community Forestry Association (MUCFA)**

**840 Montana Street, Dillon, Montana 59725**

[**www.mucfa.net**](http://www.mucfa.net)

JOB ANNOUNCEMENT

The Montana Urban and Community Forestry Association (MUCFA) is looking to hire an executive assistant (see attached job description).

TIMELINE FOR RECRUITING AND HIRING THE MUCFA EXECUTIVE ASSISTANT

* Please have your application in by December 22nd.
* MUCFA will review applications by December 29.
* Hold Zoom interviews by January 5th.
* Try to hire by January 9, 2024!
* MUCFA needs you!

Please send you applications and resume to the address above or email it to Patrick Plantenberg, MUCFA Interim Chair at: [m2andp2@mt.net](mailto:m2andp2@mt.net)

Thank you.

**A logo with a house and leaves on it

Description automatically generated**

**Montana Urban and Community Forestry Association (MUCFA)**

**840 Montana Street, Dillon, Montana 59725**

[**www.mucfa.net**](http://www.mucfa.net)

MUCFA is a 501 (c) 3 organization with an urban and community forestry mission to:

* Promote and encourage public awareness, education, and volunteerism.
* Cultivate cooperation among agencies, groups, and individuals.
* Advise the people of Montana and local, state, and federal officials on urban forestry issues and concerns.
* Encourage and promote planting, maintenance, and management of trees in municipalities and counties within Montana according to industry standards.
* Solicit funds for, and promote, association projects and activities. And to
* Assist and advise the Montana Department of Natural Resources (DNRC) Urban and Community Forestry (UCF) Program.

**JOB ANNOUNCEMENT**

This Job Announcement incorporates the terms and conditions of the General Agreement made between the Montana Urban and Community Forestry Association (MUCFA) and , the Contractor, dated through December 31. 2024. Together these shall be the sole documents of agreement between the named parties.

**Compensation**

MUCFA agrees to pay the Contractor $30.00 per hour for work performed for MUCFA, for a minimum of $12,500 in the year 2024. The position requires an average of a minimum of eight hours per week. The actual workload could increase to 10-20 hours a week with extra funding coming from grants.

**Description of Work**

Primary duties outlined below and are broken out as monthly tasks at the end of the job description:

* **Communications (30% of time)**
  + Maintain Facebook, Twitter, Instagram, etc. using established strategies for attracting, educating, and engaging followers.
  + Keep social media pages up to date, discuss grant openings, list Board and Officer candidate information, etc.
  + E-mail membership about upcoming meetings and programs.
  + Share and coordinate with current webmaster to ensure compatibility between social media platforms.
  + Maintain an email account for grant proposals and other communications.
  + Digital meetings and presentations: Help plan, advertise, host, coordinate with others, and manage recordings.
  + Cooperate with DNRC to have two Tree Board Retreats annually.
* **Maintain Membership and Donation Records (15%)**
  + Solicit memberships regularly.
  + Update member/donor database monthly.
  + Send a welcome e-mail to new members.
  + Send personal thank you notes to major donors.
  + Send lists of new members to the Board and Officers before each meeting.
  + Organize a Giving Tuesday fundraise each year in November.
  + Send out donor tax letters annually in January.
* **Other Tasks (55%)**
  + Prepare grant solicitations for outside funding.
  + Implement grant funded projects.
  + Help organize workshops, running registration, payments to speakers, securing venues, etc.
  + Prepare grant reporting documents.
  + Announce in-house grant availability on social media, mailing lists, website, etc.
  + Organize in-house grant and scholarship applications for committee review.
  + Prepare letters to inform applicants if their in-house grant or scholarship was awarded or not and any stipulations.
  + Help with MUCFA annual awards.

|  |
| --- |
| January-December 2024 Estimated Schedule of Monthly Activities for Part-Time Executive Assistant Position |
| Regular Monthly Duties: Maintain databases; Update and/or initiate social media sites in cooperation with webmaster; Distribute member lists; Communicate with Board and new members; Check in with DNRC Service Foresters to see where MUCFA can help or be an educational mouthpiece; Get a list of trainings that members are interested in; Try and get nurseries and landscapers to be a part of MUCFA; Develop a Tree Species Selection Guide for Montana (use MNLA’s recent publication until then); Discuss and help write articles for MNLA’s Leaflet and AMTOPP’s quarterly newsletters; Continue searching for grants. |
| January: 32 hours minimum – (Finalize and hire executive assistant January 1 -June 30, 2024); Send an introductory letter to members; Help MUCFA and members attending MNLA Green EXPO in Billings, and AMTOPP in Fairmont as needed; Send out annual donation tax letters; Revise 2023-2024 fiscal year budget as needed; Develop annual budget (July 1, 2024-June 30, 2025) and goals with the Board; Begin planning first quarterly meeting (Zoom, in-person, or hybrid) and location; Begin searching and applying for grants; Solicit 2023 MUCFA Award Winners from members; Report on results of Green EXPO ad AMTOPP booth and attendance; Develop revised goals with the Board for January through June 2024. |
| February: 32 hours minimum - Finalize first quarterly meeting and agenda with Board; Continue applying for grants; Select MUCFA Award winners for 2023; Begin planning first Tree Board Retreat with DNRC. |
| March: 32 hours minimum - Have first quarterly meeting (Zoom, in-person, or hybrid) or schedule in combination with Tree Board Retreat in late March or April; Continue searching and applying for grants; Award 2023 MUCFA Awards at quarterly meeting or at Tree Board Retreat; Finalize first Tree Board Retreat Agenda with DNRC and help advertise; Present budget update at first quarterly meeting; Get quarterly updates from members & DNRC, then write and distribute a quarterly newsletter (Can be digital by email). |
| April: 32 hours minimum - Have first quarterly meeting (Zoom, in-person, or hybrid) or schedule in combination with Tree Board Retreat in April; Continue searching and applying for grants; Award 2023 MUCFA Awards at quarterly meeting or at Tree Board Retreat; Attend Tree Board Retreat and develop summary report with DNRC; File Tax Return for 501(C)(3) with IRS & Department of Revenue. Begin planning second quarterly meeting (Zoom, in-person, or hybrid) and location. |
| May: 32 hours minimum - Send out requests for mini-grants (Increases our membership and accomplishes some small projects throughout MT); Develop revised 2024-2025 contract for Executive Asst with Board for approval by July 1, 2024; Finalize second quarterly meeting and agenda with Board; Begin planning Treeworker Academy for late August or early September. |
| June: 32 hours minimum - Have second quarterly meeting (Zoom, in-person, or hybrid); Award mini-grants; Get quarterly updates from members & DNRC, then write and distribute a quarterly newsletter. (Can be digital by email); Summarize budget for the fiscal year; Get Board to approve budget for 2024-2025 fiscal year; Get revised contract approved for the Executive Asst. for coming fiscal year; Begin planning third quarterly meeting (Zoom, in-person, or hybrid) and location; Continue Treeworker Academy planning. |
| July: 32 hours minimum - Finalize third quarterly meeting and agenda with Board; Check on progress of mini-grants; Finalize Treeworker Academy Agenda. |
| August: 32 hours minimum – Hold Treeworker Academy in late August or early September. |
| September: 32 hours minimum - Have third quarterly meeting (Zoom, in-person, or hybrid); Process mini-grants and reimbursement; Get quarterly updates from members & DNRC, then write and distribute a quarterly newsletter (Can be digital by email); Begin planning fourth quarterly meeting (Zoom, in-person, or hybrid) and location. |
| October: 32 hours minimum – Finalize fourth quarterly meeting and agenda with Board. |
| November: 32 hours minimum – Develop plan for donations on Giving Tuesday; Write DNRC program development grants for special projects; Send out sponsorships with ISA and DNRC for MNLA Green EXPO in Missoula, and AMTOPP in Fairmont. Help identify MUCFA members attending MNLA and AMTOPP. |
| December: 32 hours minimum - Have fourth quarterly meeting (Zoom, in-person, or hybrid); Get quarterly updates from members & DNRC, then write and distribute a quarterly newsletter (Can be digital by email); Send Holiday message to members with plans for the coming calendar year & accomplishments during the past calendar year. |