

JOB ANNOUNCEMENT

Colorado Weed Management Association
Executive Director

The Colorado Weed Management Association (CWMA) is seeking qualified candidates for the position of Executive Director.

THE ASSOCIATION

CWMA is a non-profit organization whose mission is to provide education, regulatory direction, professional improvement, and environmental awareness to preserve and protect our natural resources from the degrading impacts of invasive exotic noxious vegetation to Colorado and surrounding states.

THE MEMBERSHIP

CWMA members are dedicated to noxious weed management. Our members include professional weed managers representing many government agencies as well as private and commercial applicators.

JOB DESCRIPTION

The Executive Director, reporting to the Board of Directors, will work as an ex-officio member of the Board. The position provides administrative support to the Association as well as assisting the Committee Chairs with completing committee tasks and coordinating the annual training school and conference. This is a part-time position that requires flexibility to allow for seasonal work demands. The Executive Director will be an independent contractor and must provide all office space and equipment. The Executive Director will be reimbursed for approved travel expenses.

DUTIES

The principal duties of the Executive Director include:

1. Serve as the administrator for CWMA
2. Work closely with the CWMA President, the Executive Committee, the Board of Directors and the membership of CWMA.
3. Process membership dues, event registrations and purchases.
4. Responsible for all aspects of fiscal management working closely with the association's Finance Committee and Treasurer.
5. Carry out tasks and projects assigned by the Executive Committee, Board of Directors and Committee Chair
6. Facilitate interactions between CWMA and other similar organizations, working in support of the partnership.
7. Work with other organizations to enhance participation in CWMA activities
8. Assist with the organization of CWMA meetings and trainings, and in consultation with the Committee Chairs, make facility arrangements.

QUALIFICATION REQUIREMENTS

Essential

- Excellent verbal and written communication skills
- Demonstrated analytic ability, knowledge of sound business practices
- Works effectively with a variety of stakeholders
- Demonstrated leadership skills
- Ability to edit and produce quarterly newsletter
- Proficiency using computer software including QuickBooks, Word, Excel, etc.

- In-depth knowledge of issues relating to noxious weed management
- In-depth understanding of policy issues related to noxious weeds

Desirable

- Experience with organizational administration
- Experience with graphic design
- Experience in grant writing

PAY RATE – Dependent on Experience
Range \$17,000-\$20,000 Annual Salary
Average 47 hours/month or 560 hours/year

APPLICATION SUBMISSION – DEADLINE: JANUARY 5, 2009

Application materials must include a cover letter, resume, a statement addressing the essential and desirable qualification requirements, and three (3) references. Application materials should be sent electronically in a Word document to:

Elizabeth Brown, CWMA President
Elizabeth.Brown@state.co.us
Cell: 303-547-8690

Physical Address:
Elizabeth Brown
CDOW Aquatics
6060 Broadway
Denver, CO 80216