



326 E. Second St.  
Whitefish, MT 59937  
[www.flatheadamb.org](http://www.flatheadamb.org)

## FAMB is Hiring

### Job title:

Programs & Events Coordinator

### About us:

Flathead Area Mountain Bikers, Inc. (FAMB) is a 501(c)(3) non-profit organization with the mission to preserve and advance mountain biking in the Flathead Valley of northwest Montana. We provide free women's and youth mountain bike skills clinics to members and organize volunteer trail-work events. We also manage and maintain Spencer Mountain Freeride Trails in Whitefish as well as the pump track in Armory Park. 2020 was the first year of operations for FAMB's Flathead Trail Crew, a valley-wide trail crew for multi-use trails on public lands. FAMB's trail projects & programs are led by an Executive Director with guidance from FAMB's volunteer Board of Directors and various committee members.

### Responsibilities:

Under the guidance of FAMB's Executive Director (ED), the Programs & Events Coordinator will help plan, promote, and manage FAMB programs and events as well as assist with fundraising and other administrative tasks that may not be listed below.

- Take lead in the management and coordination of our women's and youth skills clinics, including promotion and fundraising as well as on-site setup/check-in.
- Maintain and update the FAMB website and social media accounts, and compose subscriber emails (FAMB newsletters).
- Perform grant research and applications related to funding FAMB programs.
- Coordinate events with the ED and Board of Directors, and participate in making arrangements and on-site setup.
- Assist in the management of FAMB's membership platform and member communication.
- Help monitor local advocacy matters for public trail access and mountain biking use.

### Required qualifications:

- Self-motivated with strong interpersonal and communication skills.
- Strong literary composition skills geared towards public communication and persuasive writing.
- Excels with organization and attention to detail.
- Quick acclimation in learning computer programs/platforms, including the use of Google Workspace/Microsoft Office (Google Sheets, Forms, Drive, etc.)
- Administrative responsibilities require a personal computer, smartphone, and reliable internet access.
- Reliable transportation (personal vehicle).

**FAMB Job Description  
Programs & Events Coordinator**

**Preferred additional qualifications:**

- Graphic design, social media, and marketing experience.
- Experience with Weebly/Square, Mailchimp, Wild Apricot, and Quickbooks Online.
- Grant writing and management experience.
- Avid mountain biking experience with a passion for preserving mountain bike access and overall advancement for the biking community.
- Knowledge of local trails and current trail advocacy issues.

**Compensation & schedule:**

This is a part-time position where scheduling is weighted seasonally, averaging 15 hours per week during our busy season (April - Sept) and potential for 6-12 hours per week during the off-season.

- \$21.00 - \$23.00 per hour depending on qualifications
- Monthly stipend of \$35.00 for personal technology use (smartphone, camera, computer, software, applications, etc.)
- Mileage reimbursements at the current federal rate (58.5 cents per mile) for travel to events outside of the Whitefish area.

**To apply:**

Send resume and cover letter to Greg Theis, FAMB's Executive Director, at [director@flatheadamb.org](mailto:director@flatheadamb.org). FAMB is committed to diversity & inclusion in fair-hiring practices.