



Friends of the Black Rock/High Rock

IT Director

Full-Time AmeriCorps Position Description

Position: IT Director

Host Site Supervisor: Will Rogers

AmeriCorps Program Director: Ellen Kunz

Location: Winnemucca, Nevada

Position: Full-Time 40 hours/week, 365 days

Friends of the Black Rock/High Rock Mission Statement: The Friends of the Black Rock/High Rock purpose to sustain the health, diversity, and productivity of the Black Rock Desert - High Rock Canyon region for the use and enjoyment of present and future generations based on the concept of multiple use by working with the BLM and other land owners by: (1)Promoting the welfare of the Black Rock Desert and High Rock Canyon region of northwestern Nevada by educating the visiting public about "Tread Lightly" and "Leave No Trace" programs, and otherwise, in the protection and use of sensitive resources; (2)Work with government entities at all levels and private landowners to promote the public use, enjoyment, preservation, restoration, and ecological management of the Black Rock Desert and High Rock Canyon region; (3) Enlist and train volunteers from all interests who will assist on service trips to stabilize, improve, or enhance historical resources, natural resources, or recreation opportunities; (4)Perform monitoring services and outreach programs; (5)Include and coordinate diverse interests in volunteer projects; (6)Help to raise and provide funds for education, interpretation, including a visitor contact center(s) or other projects that are deemed appropriate.

Position Description: The IT Director will provide information technology services to the Friends of Black Rock High Rock (FBRHR). The IT Director will maintain FBRHR computers, website, web store, and contact database, as well as develop user and management interfaces, automate data entry/export functions, assist partners with IT development issues, and develop media for electronic and print publications. He/she will attend board meetings and all volunteer events. The IT Director will also provide interpretive analyses of data as well as develop and update a weed abatement map system. He/she will assist the FBRHR Program Director in coordinating volunteer events and increasing community outreach through a variety of projects.

Primary Requirements:

The following activities are some of the key responsibilities of the position.

Information Technology:

1. maintain and develop existing database:
 - 1) develop user and management interfaces-website
 - 2) automate data entry/export functions-maps and time-series satellite imagery photographs
2. develop website store
3. maintain website – current conditions, calendar, wiki
4. maintain Gerlach network – office, VCT
5. assist partners in IT development

Office Assistance:

1. facilitate recognition and notification protocols – dues statements, thank you letters, welcome letters
2. develop media – video, photographic, interpretive
3. develop and maintain museum displays
4. visitor contact
5. gather historical information and act as the historical representative answering visitors' (to museum, VCT, office) questions

Weed Abatement Program:

1. partner with existing weed abatement projects
2. develop volunteer recruitment program
3. schedule 1 – 3 weed abatement projects
4. manage and execute projects

Service-Learning:

1. aid Program Director in coordinating Friends of the Black Rock volunteer events
2. participate in Friends of the Black Rock volunteer events

The above are intended to be a general description, other duties may be included in the future.

Qualifications

Flexibility regarding work schedule

Self motivated and flexibility in working in a multi-task environment

Ability to communicate and work with a diverse population

IT experience - with computer databases, website design, publisher, etc

Knowledge of the Black Rock Desert High Rock Canyon

Writing skills

High School Diploma/GED

Benefits

Living stipend of \$900/month

Full Coverage Health Insurance for necessary medical care

Federal holidays off, 2 weeks of vacation time, and sick-leave

\$4,725 Educational Award

Training and experience in outdoor education, local habitat, and land-management practices

Training on GIS/GPS

Notes:

Persons with Disabilities are encouraged to apply.

No persons involved with the program will discriminate based on race, religion, creed, belief, color, national origin, gender, age, sexual orientation, political affiliation, or disability.

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