

BOSQUE SCHOOL

Challenging Education

**LONG TERM SUBSTITUTE OFFICE & CONTRACT MANAGER
FOR THE BOSQUE ECOSYSTEM MONITORING PROGRAM (BEMP)
A POSITION BASED AT BOSQUE SCHOOL 1 JUNE – 15 OCTOBER 2019
PART TIME 60% FTE - NON-EXEMPT**

About the BEMP Stewardship Coordinator

BEMP seeks a long-term substitute to cover a maternity leave for BEMP's Office and Contract Manager position. The selected individual will provide contract compliance and administrative support. This work includes billing, reporting, and simple accounting. It also involves building and fostering key partnerships with BEMP's data users and funding entities.

About the Organization

BEMP (www.bemp.org) annually provides environmental education and community science programming for up to 10,000 students, teachers, and the public, mostly from backgrounds underrepresented in science. This is done from a network of 34 field monitoring sites stretching from the Northern Pueblos to Las Cruces. BEMP is a partnership of Bosque School and the University of New Mexico, Department of Biology. BEMP's mission: science, education, and stewardship of the Rio Grande and its watershed through long-term, hands-on student research of ecosystem response and function to inform public policy.

Key Responsibilities

- Work in a collegial manner with the whole BEMP team and key partners to problem solve and coordinate BEMP contract compliance, management, billing, and reporting obligations.
- Supervise all matters related to BEMP funding in consultation with BEMP's Co-Directors. Directly support BEMP staff in purchasing, scheduling, and related tasks.
- Consulting with BEMP's Co-Director for Education and Administration, serve as BEMP's key point person with Bosque School's Business Office/Human Resources and Development Departments.

Supporting Responsibilities

- Assist other members of the BEMP team in the preparation of and delivery of on time program reports.
- As assigned, work with BEMP's leadership team to edit and write BEMP's newsletter and blog and maintain BEMP's website, provide material for BEMP's social media presence.
- Support BEMP's parent organizations, Bosque School and UNM, with fulfilling their missions.
- Coordinate the BEMP leadership and all staff meeting agendas.
- Other duties as assigned.

Qualifications and Education Requirements

- Excellent listener and facilitator with diverse cultural competencies. Able to move fluidly across groups of people involved with the Rio Grande and bosque. BEMP's partners come from and represent many different perspectives and backgrounds and BEMP's Office and Contract Manager must have the ability to work productively and respectfully with all of them.
- Bachelor's degree in administration, business, or other appropriate field plus three years relevant experience in a social profit, government, contract compliance, or similar setting.
- Great flexibility and multitasking skills.

Position Details

- Position is based at Bosque School, Albuquerque, NM with most work taking place at either Bosque School or BEMP's UNM offices.
- The position is part time, at 60%, with the possibility to increase to 80 or 100% depending upon the successful candidate's particular skill set and other BEMP job task needs at time of hire.

- The position is supervised by the Co-Director of BEMP for Education and Administration based at Bosque School and works in cooperation with the Co-Director of BEMP based at UNM.

School information

Founded in 1994 and located on a 45-acre site in the bosque along the Rio Grande in Albuquerque, New Mexico, the Bosque School's mission is to prepare young men and women to become lifelong learners with the highest character values and academic goals in a natural New Mexico setting with strong family and community involvement. The school embodies the best of traditional independent education while embracing a progressive and inventive approach to learning. Currently, there are 500 students in grades 6 -12. There are over 60 faculty members with over half of them holding advanced degrees. The average class size is 18.

Application Materials and Process

Applicants should email a cover letter and resume to bemp.job@bosqueschool.org. Preferred deadline for submission of applications is **Monday 13 May 2019**. **Position is open until filled**. Finalists will have an on-site interview. Finalists will be asked to provide references and at least one professional writing sample.

Starting Date

Prefer by 1 June, but will consider a slightly later start date.

Non-Discrimination and Disability Policy

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, gender identity, or national origin.

BEMP will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. BEMP agrees to take affirmative action to employ and advance in employment individuals with disabilities, and to treat qualified individuals without discrimination on the basis of their physical or mental disability in all employment practices, including the following:

- i. Recruitment, advertising, and job application procedures;
- ii. Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
- iii. Rates of pay or any other form of compensation and changes in compensation;
- iv. Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
- v. Leaves of absence, sick leave, or any other leave;
- vi. Fringe benefits available by virtue of employment, whether or not administered by the contractor;
- vii. Selection and financial support for training, including apprenticeship, and on-the-job training under 38 U.S.C. 3687, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
- viii. Activities sponsored by the contractor including social or recreational programs; and
- ix. Any other term, condition, or privilege of employment.

In addition, BEMP will not discriminate against any employee or applicant for employment because he or she is a disabled veteran, recently separated veteran, other protected veteran, or Armed Forces service medal veteran in regard to any position for which the employee or applicant for employment is qualified. BEMP agrees to take affirmative action to employ, advance in employment and otherwise treat qualified individuals without discrimination based on their status as a disabled veteran, recently separated veteran, other protected veteran, or Armed Forces service medal veteran in all employment practices, including the nine points enumerated above.

