

ASSOCIATE DIRECTOR Lake Roosevelt Forum

Full Time | Non-Exempt | 35-40 hours per week

\$60,000/year plus paid sick leave, time off, holidays, and PMFL

Deadline: Open until filled; Application review begins October 6, 2026

POSITION SUMMARY

The Associate Director serves as a key leader in the efficient and effective operations of the Lake Roosevelt Forum. This role oversees program management, including project development and execution, supervision of staff and volunteers, community relations, grant management, general administrative support, and Board liaison activities. Reporting directly to the Executive Director, the Associate Director works closely with colleagues across a broad cross-section of stakeholders and partners to fulfill the Lake Roosevelt Forum's mission and goals.

WHO WE ARE

Established in 1992, the Lake Roosevelt Forum is an independent non-profit organization based in Spokane, WA whose mission is to establish dialogue based on trust and respect of all views that seek common ways to protect and preserve the quality of the environment and enhance the quality of life as they relate to the lake and regional economies. We serve as a convenor of diverse interests to foster increased collaboration and coordination in addressing issues related to water quality and resources, toxics remediation efforts, fisheries work, recreation, and other ecological, economic, and cultural needs unique to Lake Roosevelt/Upper Columbia River.

Focused on education and outreach for K12 and adult audiences, we are intimately knowledgeable about the watershed and work closely with tribal, federal, state, and local agencies, business leaders, conservations groups, and general community members to provide events and activities that bring together natural resource specialists and the general public for information sharing and relationship building. Additionally, the Forum delivers ongoing electronic news and biannual newsletters to people living and working in the Lake Roosevelt Basin.

REQUIRED QUALIFICATIONS

- 1-3 years professional experience in project coordination or management
- Demonstrated experience working collaboratively with diverse partners and stakeholders and carrying a plan from idea through execution
- Demonstrated ability to manage multiple priorities, work independently, take initiative, and exercise sound judgment

- Strong written, oral, and interpersonal communication skills with the ability to build trust and work effectively with partners, stakeholders, and general public
- Ability and willingness to travel, work occasional evenings, and weekends
- BA or BS in environmental studies or sciences, public policy or administration, business administration, political science, history, or a related field
- Experience in both print and digital communications
- Experience in event planning and logistics
- Reliable transportation to/from Spokane office and travel to work site locations
- A valid state issued driver's license, with the ability to obtain a Washington State Driver's License, and good driving record for insurance purposes
- Physically able to perform the job duties described above

PREFERRED QUALIFICATIONS:

- Three years or more years professional experience in project management
- Knowledge of Lake Roosevelt/Upper Columbia communities and key watershed issues
- MA or MS in environmental studies or sciences, public policy/administration, business administration, political science, history or a related field
- Skilled in both print and digital communications. Proficiency in graphic design software WordPress, social media, event planning platforms
- Experience supervising employees

PHYSICAL REQUIREMENTS:

This is a full-time, non-exempt position reporting the Forum's Executive Director. The standard schedule is 35-40 hours per week, Monday-Friday in person with flexibility for hybrid work and on-site field work when appropriate.

While performing the duties of this position, the Associate Director is regularly required to talk or listen and to stand, walk, sit, and use hands for extended periods. The Associate Director must be able to safely lift and carry 30lbs (equipment or materials) for events and be comfortable to sit, stand, and walk in inclement weather conditions or uneven shoreline terrain.

HOW TO APPLY:

Please e-mail a cover letter and resume to **Happy Avery** at happy.avery@lrf.org