

## CFWEP Program Specialist

DEPARTMENT: Technical Outreach  
Closing Date: Review will begin July 14<sup>th</sup> and continue until position is filled  
Employment Detail: Permanent, Full-Time

### Primary Duties

Develop, refine and implement public relations, public education and outreach activities for CFWEP target communities. Provide communications and technical support for the CFWEP. Specific duties include:

- Assist in the teaching of CFWEP program curricula and activities at K-12 level;
- Assist in the refinement of and publication of CFWEP curricula and school district adoption per state and national education standards;
- Assist in the coordination of existing CFWEP teacher professional development programs;
- Assist in grant writing, program marketing/fundraising, and grantor/funder reporting
- Assist in CFWEP lesson, curriculum and program development
- Manage and assist in CFWEP data management
- Provide support to CFWEP teachers
- Provide support to CFWEP Director and other CFWEP staff
- Other tasks as deemed necessary

### Knowledge, Skills & Education Required

- Bachelors degree
- At least 5 years work experience in a science or education related field
- Familiarity working with computer databases
- Teaching experience

### Preferred Education & Experience

- Grant writing experience
- Montana teaching certificate

To apply, please submit the following items:

- Cover letter which specifically addresses the above-mentioned qualifications
- Detailed resume
- Name and contact information for 3 professional references
- Authorization for Criminal Background Investigation

The items listed above should be sent to:

Montana Tech Personnel Office  
1300 West Park Street  
Butte, MT 59701  
Phone: 406-496-4380  
Fax: 406-496-4387  
e-mail: [cisakson@mtech.edu](mailto:cisakson@mtech.edu)

Any offer of employment is contingent upon a satisfactory criminal background check. An authorization for a criminal background check form must be submitted with application material [www.mtech.edu/employment](http://www.mtech.edu/employment)

**As an Equal Employment Opportunity/Affirmative Action Employer, We Encourage Applications from Vietnam Era Veterans, Disabled Individuals, Minorities, and Women.**