

**Title**

Permit Manager

**Status**

Full-time position

**Pay**

All full time staff fundraise for their salary, similar to many campus ministries or mission organizations. SROM provides tools to help with this process, and require minimum benchmarks for its full time employees.

**Goal**

The Permit Manager will work with the Course Management team to manage SROM's currently held permits and steward permitting relationships. The Permit Manager will also apply for new permits as needed.

**Summary**

The Permit Manager will oversee each of SROM's permitting relationships including (but not limited to) renewing permits, tracking SROM's permit use, compiling end of season reports, and applying for new permits. The Permit Manager will assist the Course Management team in building effective course itineraries within various land agency regulations.

**SROM Values**

The applicant must believe in the centrality, supremacy, and lordship of Jesus Christ, and must desire to live as a disciple of Jesus Christ. He or she is expected to strive to grow in intimacy with Jesus, keeping Christ as the center and circumference of their life. He or she is expected to live in the light with Christian believers in the context of community, and strive to demonstrate the character of Jesus and the fruit of the spirit in daily Christian living. He or she must competently integrate faith and prayer into their job description and be committed to living for the glory of God as a lifestyle. The applicant must read and agree to SROM's mission statement and articles of faith which can be found on the website.

**Required Qualifications**

- Bachelor's degree or higher
- Works well independently and as a team member
- Ability to manage multiple projects and tasks concurrently
- Ability to complete tasks with little or moderate supervision
- Ability to work accurately and be attentive to detail
- Ability to research and gather resources for projects or tasks
- Proficient in Excel, Word, etc.
- Demonstrates servant leadership in their responsibilities
- Self-motivated; shows a high level of initiative

**Preferred Qualifications**

- Experience working with federal land use agencies (USFS, BLM, NPS)
- Experience compiling detailed reports

**Expectations**

*Reports to: SROM Directors*

- Accurately track SROM's use of permits
- Compile end of season reports for each permitting area for each permitting season
- Renew existing permits as needed
- Apply to extend current permits where applicable
- Assist course management in creating effective itineraries
- Apply for new permits as needed
- Manage permitting documentation such as vehicle permits and outfitter cards