



## Job Announcement Contract Forest Collaborative Coordinator

**Introduction:** The South Gifford Pinchot Collaborative (SGPC) is a diverse group of stakeholders working to build consensus around strategies to advance the pace and scale of restoration and stewardship of the Gifford Pinchot National Forest (GPNF). The group focuses on projects that enhance forest ecosystem health, economic vitality, recreation, and public safety on the south end of the GPNF and in surrounding communities. Members engage in landscape-scale and project-level analysis and planning to support the U.S. Forest Service (USFS) in reaching its management objectives on the Mt. Adams Ranger District. The SGPC facilitates seasonal field tours and monthly meetings to learn about key issues, discuss forest management options, and provide recommendations to the Forest.

For more information about the South Gifford Pinchot Collaborative, see [SouthGPC.org](http://SouthGPC.org).

**The Opportunity:** The SGPC seeks to contract with an experienced facilitator/coordinator to plan and facilitate collaborative meetings; assist the group in identifying agreement on forest management options; foster constructive communication within the collaborative; work with USFS, WA Department of Natural Resources, and other partners toward shared goals; and advance communication and outreach to the broader public on issues relevant to management of the southern GPNF and surrounding communities.

The SGPC Steering Committee provides oversight and direction to the Coordinator. [Mt. Adams Resource Stewards](#) currently serves as lead fiscal agent for the group.

**Job Title:** Contract Forest Collaborative Coordinator

**Posting Date:** January 16, 2020

**Location:** Work from own office with possibility of work space at Mt. Adams Ranger Station as needed. Periodic meetings in Stevenson, Trout Lake, and Vancouver, Washington.

**Closing Date:** February 7, 2020

**Industry:** Nonprofit, Conservation **Type:** Part-time averaging 20 hours per week; maintains own office and computer

### **Job Requirements**

**Education and Skills:** Bachelor's or advanced degree preferred with experience in natural resource/environmental management/forestry or social sciences; skilled in facilitation, conflict resolution, public outreach, and working with land management agencies.

## Desired Experience

- Demonstrated facilitation experience working with group(s) of diverse stakeholders in building consensus around complex land management issues.
- Experience working with federal land management agencies and natural resource management issues.
- Success in researching, writing, and securing grants.

## Qualifications

- Passion for collaboration.
- Ability to facilitate meetings with diverse stakeholders, ensuring an inclusive process for group discussion and decision-making.
- Ability to provide a neutral role in meetings, creating an atmosphere where differing interests and values may be expressed in a respectful manner.
- Excellent interpersonal and listening skills; ability to communicate and build relationships with diverse collaborative members, U.S. Forest Service personnel, partner organizations, community representatives across the political spectrum, elected officials, and the public.
- Strong organizational and planning skills; ability to work independently on a variety of tasks.
- Strong verbal and written communication skills.

**Compensation:** This position is part time, approximately 20 hours per week, at \$25-30 an hour depending on experience. Mileage reimbursement for monthly meetings is provided. Coordinator works independently from own office with a flexible schedule. Possible work space available at Mt. Adams Ranger Station as needed. Funding is currently available through June 2021; coordinator is expected to write grants and explore various funding opportunities. The opportunity exists to increase monetary compensation and hours based on successful grant submissions.

**General:** Monthly 2.5-hour collaborative meetings typically take place at the Rock Creek Hegewald Center in Stevenson, WA. Periodic partner meetings may be in Trout Lake and Vancouver, WA. Collaborative subcommittee meetings are scheduled as needed. Two to three seasonal field tours are usually one full day each.

**To Apply:** Please send one pdf file to [jay@mtadamsstewards.org](mailto:jay@mtadamsstewards.org). The file should include a cover letter, resume, and contact information for three professional references. The cover letter and resume should describe how your skills and experience match the responsibilities and qualifications for this position. Interviews will be held for top candidates. For more information, please contact Lisa Naas Cook at [lnaascook@southgpc.org](mailto:lnaascook@southgpc.org).

## Job Description

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The Collaborative Coordinator works neutrally with the South Gifford Pinchot Collaborative, planning and facilitating meetings and field trips to learn about, discuss, and identify agreement on land management activities on the Gifford Pinchot National Forest (GPNF). The coordinator develops strong working relationships, builds trust and goodwill, and sets the stage for fair, open, and honest collaboration. This position works with the USFS, state agencies, and other partners on a variety of collaborative efforts including forest health planning and project implementation, sustainable recreation planning, and monitoring. The coordinator facilitates strategic planning and annual workplan development, oversees outreach efforts, and develops grant proposals and partnerships in support of the collaborative's mission to enhance forest ecosystem health, economic vitality, recreation, and public safety on the south end of the GPNF and in surrounding communities.

## **Areas of Responsibility**

### **1. Meeting Coordination and Facilitation (~50%)**

- Plan and facilitate monthly SGPC meetings and field trips: prepare meeting materials and agendas; invite guest speakers with input from members; and ensure meeting notes are recorded and stored on the SGPC website. Facilitate an inclusive process for group discussion and decision-making.
- Communicate regularly with USFS personnel on the Mt. Adams Ranger District to coordinate information delivery for meetings and field tours.
- Develop an annual meeting or field trip to promote SGPC's mission and accomplishments.
- Consult with the Steering Committee for feedback on meeting priorities, grant proposals, and budget planning.
- Maintain timely communications with the collaborative through an email listserv, including meeting notices and agendas.
- Serve as SGPC representative in USFS Stewardship Contract evaluation meetings, if collaborative member is unavailable.

### **2. Outreach Activities (internally on GPNF and externally) (~30%)**

- Serve as liaison with the USFS, working with key staff to plan meetings and learn about USFS policies. Act as liaison among various SGPC stakeholders, project partners, media, and other community members and groups.
- Develop press releases, website content, and other materials to highlight collaborative projects.
- Oversee efforts to build membership diversity within the collaborative.
- Engage with other Washington and Oregon collaboratives to share best practices and develop peer-learning opportunities, including participation in the Washington Forest Collaboratives Network (WFCN). Represent SGPC at events sponsored by organizations such as WFCN and Rural Voices for Conservation Coalition.
- Collaborate with northern GPNF collaborative group, Pinchot Partners, coordinator to develop forest-wide field trips, meetings, and workshops/science forums as needed; share information; and identify paths to resolution on common issues.

### **3. Capacity and Partnership Development (~20%)**

- Lead SGPC in seeking funding to implement proposed projects and continue collaborative efforts. Develop grant proposals and complete reports required by funders.
- Develop and coordinate partnerships with a variety of organizations and agencies to advance collaborative priorities.