



Title: Olympic Forest Collaborative Coordinator
Location: Olympic Peninsula or Puget Sound Region
Reports To: Washington Wild Executive Director

The Opportunity

Washington Wild is looking for a passionate and skilled individual to work with members of the Olympic Forest Collaborative to help support and coordinate their work to support restoration forestry and aquatic restoration projects on the Olympic National Forest located on the Olympic Peninsula.



The Olympic Forest Collaborative brings together stakeholders from the environmental community, the timber industry, and representatives from federal and local government around shared goals of increasing timber harvest from the Olympic National Forest while benefiting the environmental quality of our forests and watersheds. The Collaborative will work together and with federal officials to address issues that stand in the way of achieving the stated goals. Ultimately, the purpose is to show we can simultaneously create a more environmentally sound forest, provide for increased, sustainable timber harvests on the Olympic National Forest, and provide economic benefits to timber communities on the Peninsula. This coordinator position will significantly increase the capacity of the Collaborative by accomplishing key administrative tasks, increasing the quality and volume of outreach to local stakeholders, developing relationships, and identifying additional grant opportunities for the Collaborative.

Position Summary

The Olympic Forest Collaborative Coordinator provides coordination and facilitation support for members of the Olympic Forest Collaborative. The Coordinator will provide scheduling, agendas and notes for weekly Collaborative and other stakeholder meetings, draft and post monthly updates to the Collaborative website, research information relative to the Collaborative's work as needed and represent the Collaborative at meetings and conferences.

Key Job Responsibilities

Administrative and Facilitation Support – 25%

- Provide reminders, draft agendas, notes and action items for weekly Collaborative conference calls.
- Facilitate bi-weekly Collaborative conference calls.
- Help manage and administer existing grants (i.e., invoices, reporting, etc.) for the Collaborative
- Research information as directed by Collaborative members

Public Communications and Outreach – 50%

- Update Collaborative website monthly with monthly summary of Collaborative news, events and project updates
- Provide an assessment of the Collaborative website and make recommendations for any enhancements or improvements
- Ensure that the Collaborative logo and video are utilized and branded appropriately
- Maintain and update fact sheets and other key documents used by the Collaborative
- Maintain and manage the Collaborative list serv
- Maintain and manage the Collaborative stakeholder email list
- Provide monthly updates by email to the Collaborative stakeholder email list
- Schedule, attend and provide agendas, notes and action items for Quarterly Leadership meeting with the Olympic National Forest
- Represent the Olympic Forest Collaborative on monthly Washington Forest Collaborative phone calls and provide notes to the Collaborative members
- Help draft and develop an Olympic Forest Collaborative Strategic Plan identifying goals and objectives identified by the Collaborative.

Stakeholder Event Support and Participation– 25%

- Represent Olympic Forest Collaborative at Forest Collaborative conferences as appropriate
- Schedule and handle logistics for Collaborative public meetings and field tours

Knowledge, Skills and Abilities

Washington Wild recognizes the full range of a person’s lived and learned experience, professional background, volunteer experience, and direct and transferable skills. The Olympic Forest Collaborative Coordinator is a critical thinker and an adaptive team player. They should present a compelling combination of demonstrated experience and skills in the following areas:

- A passion for restoration forestry, aquatic restoration and working to find common ground solutions to natural resource issues.
- At least 2+ years experience in communications or administrative duties
- Experience with managing successful events
- Ability to work with individuals from diverse backgrounds, including local stakeholders, donors, community leaders, government officials and volunteers;
- Strong communication skills and the ability to develop and cultivate authentic relationships;
- Demonstrated initiative and an entrepreneurial style, with the ability to work independently and as part of a team;
- Results-driven and able to meet deadlines and goals;
- Ability to work on multiple tasks simultaneously as needed;
- Well-organized, thorough and attentive to detail; and
- Proficient with Word, Excel, PowerPoint, publisher, outlook and databases.

Other duties may be assigned. This job requires extensive computer work. Candidate must be able to drive and to carry heavy loads up to 50 pounds. At times, evening and weekend work will be required.

Compensation

Compensation of \$21 an hour. This is a part-time, non-exempt temporary position expected to work 20 hours per week. As a temporary position, this position is not entitled to a benefits package. Washington Wild offers a flexible work schedule.

To Apply

Send cover letter and resume in a single Word or PDF document to tom@wawild.org. The position is open until filled with a priority deadline of September 6th, 2021

Washington Wild strives to be inclusive in the work that we do and in the kind of organization we are. We value different points of view and recognize the contributions of every employee. We are committed to equity throughout our work, which we define as our commitment to realizing the promise of our public lands and ensuring that all can share in their universal benefits.

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