The Opportunity

Washington Wild is looking for a passionate and skilled individual to work with members of the Olympic Forest Collaborative to support and coordinate their work focused on 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 achieving environmental forest and watershed-level restoration goals that also work to increase timber harvest from the Olympic National Forest. The Collaborative works with federal officials to address issues that stand in the way of achieving the stated goals.

Our mission is to create a more environmentally sound forest, while also increasing sustainable timber harvests on the Olympic National Forest and expanding and sustaining economic benefits to local communities on the Peninsula. The coordinator position significantly increases the capacity of the Collaborative by increasing the quality and volume of outreach to local stakeholders, developing relationships, leading several key administrative duties, and identifying additional funding.

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 bi-weekly Collaborative meetings and other stakeholder meetings, draft and post monthly updates to the Collaborative website, conduct research 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 bi-weekly Collaborative meetings.
- Facilitate bi-weekly Collaborative meetings on Zoom.
- Help manage and administer existing grants (i.e., invoices, reporting, etc.) for the Collaborative
- Research information as directed by Collaborative members
- Help draft and develop an Olympic Forest Collaborative Strategic Plan, identifying goals and objectives identified by the Collaborative.
Public Communications and Outreach – 50%

- Update Collaborative website monthly with monthly summaries 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 member list serv using Google Lists
- Maintain and manage the Collaborative stakeholder email list
- Provide monthly updates by email to the Collaborative stakeholder email list using Mail Chimp
- 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

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
- Work to coordinate annual Collaborative retreat

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;
- Respect and recognition of both conservation and timber industry perspectives toward forest health issues and restoration thinning projects;
- At least 2+ year 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
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- Proficient with Word, Excel, PowerPoint, publisher, outlook and databases.
- Familiarity with Word Press and MailChimp a plus

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 $22 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 and 11 paid federal holidays and vacation (prorated for part time employees).

To Apply
Send cover letter and resume in a single Word or PDF document to christal@wawild.org. The position is open until filled with a priority deadline of January 22, 2024.

Washington Wild is an Equal Opportunity Employer, all qualified applicants will receive consideration without regard to their race, gender, ability, age, socioeconomic class, religion, sexual orientation, or any other characteristic protected by applicable local laws, regulations and ordinances.

Washington Wild is committed to protecting wild lands and waters for the well-being of all people. We believe the journey towards diversity, equity, inclusion, and respect of sovereignty is an active process that requires continuous commitment. Washington Wild pledges to grow, learn, listen, act, and evolve so we may better deliver our mission of protecting wild lands and waters for current and future generations.

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