

# Opportunity for contract work with the North Shore Forest Collaborative Coordination

The North Shore Forest Collaborative (NSFC) is looking for an energetic, motivated leader to coordinate the collaborative. Coordinator duties will be contracted through Sugarloaf: The North Shore Stewardship Association. For more information about NSFC visit [northshoreforest.org](http://northshoreforest.org) or email your questions to [nafcapp@gmail.com](mailto:nafcapp@gmail.com).

## I. Our Mission and Passion

We work collaboratively to restore native vegetation communities and to maintain a healthy and functioning ecosystem along the North Shore of Lake Superior. Our work helps sustain the unique and multiple values of the north shore landscape. The NSFC Coordinator will work with members of the Collaborative and landowners within the Collaborative boundary to accomplish our mission.

## II. Duties of North Shore Forest Collaborative Coordinator

### **Contribute to leadership of the NSFC**

- Provide recommendation for meetings, topics to cover, issues to address
- Provide recommendations for program of work; lead formulation of program of work
- Recommend ways to accomplish restoration and other collaborative goals

### **Coordinate meetings of NSFC Executive Committee (every other month)**

- Plan meetings; develop agendas; determine appropriate level of discussion for each topic
- Facilitate meeting; take and publish meeting notes with key decisions and work assignments
- Annually, work with Ex. Com. Members to set priorities for the coming year.

### **Coordinate Annual Landowner Workshop and semi-annual full collaborative meetings**

- Seek ideas and proposals for meetings/workshop topics; contact potential speakers
- Distribute announcements and other informational materials and publicity
- Serve as facilitator for workshop and meetings; distribute follow-up materials, notes, etc.

### **Manage application and implementation of grants**

- Seek out grant opportunities and potential NSFC projects and bring to the Executive Committee
- Complete grant applications or assist with grant applications for collaborative members as determined by the Executive Committee
- Manage implementation of successful grant projects

### **Serve as lead spokesperson for the NSFC and facilitate communication among members**

- Facilitate communications with Executive Committee, keeping them informed of issues and actions between meetings.
- Develop and email periodic newsletters to the full collaborative membership.
- Serve as contact and Information source for inquiries via webpage and other methods
- Work with Sugarloaf staff to keep webpage updated and add new information.
- Identify publicity opportunities for the NSFC and its efforts
- Participate in subcommittees as needed

### **Establish and maintain communications with key players in the landscape**

- Initiate discussions with landscape partners, such as the Minnesota Department of Natural Resources, Forest Service, Natural Resources Conservation Service and private landowners

- When possible, attend meetings of other organizations in the landscape such as the Minnesota Forest Resources Council Northeast Landscape Committee

**Implement specific projects dependent on funding. Examples include:**

- Administer Deer Fencing Project: arrange for purchase of fencing and distribution locations; prepare and distribute publicity; implement distribution; prepare final report
- Administer Neighbor to Neighbor Program: recruit and work with ambassadors; seek funding and/or assistance for implementation of program

### III. Required Knowledge and Skills

- Experience leading collaborative processes; proven ability to work with diverse groups
- Ability to coordinate and communicate with local public officials, community members and private landowners to encourage and organize NSFC activities
- The ability to work with specialists and leaders at all levels of the natural resource community
- Ability to effectively communicate both orally and written with all individuals, exercise good judgment and deal effectively with questions and problems
- Ability to manage and facilitate effective meetings
- Experience successfully securing and managing grant funds
- Ability to perform accurate record-keeping and reporting practices
- Self-directed and able to manage time and resources in pursuit of outcomes
- Willing to travel to meetings at various locations around the Minnesota Arrowhead region
- Proficient in the use of Microsoft applications including Word and Excel. Proficient with email communications. GIS knowledge would be beneficial but not a requirement
- Bachelor's degree plus two years of experience in related field minimum, or the equivalent combination of education and experience in related field may be substituted

### IV. Schedule

The Collaborative coordinator is a contracted position. Funding for the position comes from multiple sources and is dependent on grants. Part of the responsibility of the coordinator is to seek out grants for funding. Much restoration is needed along the North Shore and we hope to grow the collaborative and our capacity to accomplish restoration projects.

Currently there is up to \$4,000 for April, May and June of 2018. Our hope is that other grant funds will become available to expand and/or continue this program.

Resumes will be accepted until **March 30, 2018**. NSFC/Sugarloaf reserves the right to reject any proposal, modify the requirements/terms and conditions without notice and award the work based on their understanding of the best interests of the organization.

Please submit resumes to [nscapp@gmail.com](mailto:nscapp@gmail.com).