



HAMPTON LUMBER

9600 SW Barnes Road, Suite 200, Portland, OR 97225-6666

Job Title: Community Outreach & Stewardship Coordinator

Location: Knappa, Oregon

Hours: Full-time

Compensation: Dependent on Experience

Summary:

Hampton is deeply committed to the communities in which we operate and in finding new and better ways to communicate, engage, and work with neighbors, residents, and local leaders on shared social, economic, and environmental goals. The person in this position will work closely with Hampton's Director of Public Affairs and Communication and forestry staff to ensure Hampton is a responsive and active member of the North Coast community. This position is designed for a creative, energetic individual who is passionate about natural resource management and the environmental, economic, and social values supported by Pacific Northwest forests. This person will support our forest resources team and work with local agencies, academic institutions, organized groups, businesses, and individuals on opportunities/concerns related to Hampton's working forestlands. This position is based out of Hampton Family Forests' Big Creek Resource Office in Knappa, Oregon but some teleworking is possible as necessary.

Detailed responsibilities will include, but are not limited to:

- Regular attendance and participation in community and local government meetings as they relate to forestry and wood manufacturing.
- Meetings with local stakeholders to identify community needs and interests.
- Identify potential community partners and build lasting relationships.
- Assist the Director of Public Affairs and Communication in creating and implementing a community engagement strategy for Oregon's North Coast.
- Develop and implement activities to engage community members, build partnerships, respond to questions, and raise awareness of Hampton's goals, priorities, and forest practices.
- Frequent independent travel throughout the county (including occasional evenings and weekends).
- Work with forestry staff to identify and develop opportunities to conduct environmental enhancement projects and environmental monitoring activities on Hampton forestland.
- Help manage Hampton Family Forests' social media platforms.
- Work with Director of Public Affairs and Communication to engage local media outlets as necessary.

Skills & Abilities:

- Strong proficiency in Microsoft Suite and Outlook and familiarity with social media platforms and digital communication tools.
- Openness to listening, learning and interacting with people with different interests and attitudes in a positive and constructive manner.
- Appreciation for sustainable working forests and domestic wood manufacturing.
- Familiarity with the political, social, and economic landscape of Oregon and rural coastal communities.
- Proven customer service skills and related verbal & written communication skills.
- Attention to detail with excellent problem solving skills, high degree of accuracy and efficiency.
- Maintain high personal and professional standards of focus, attention, and dedication to work
- Approach responsibilities of employment with enthusiasm while working with other teams and departments focusing on the Hampton Core Values.
- Superior organizational and communication skills plus the ability to initiate and handle multiple projects and deadlines and the ability to work with multiple internal customers and team members from varied levels and functional backgrounds.
- Strong work ethic, sense of commitment, team-oriented, customer focused and willingness to embrace change while striving for continuous improvement.
- Assertive and responsible, while exemplifying the highest level of ethics, honesty and integrity.



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- Strong analytical and problem-solving skills with the ability to anticipate opportunities and provide practical solutions.
- Self-starter with the ability to accept responsibility and develop their own agenda.
- Looks for the opportunity and has the capacity to take on additional responsibility.
- Knowledge of lumber industry preferred but not required.

Education & Training Required:

- Bachelor's degree or equivalent experience in forestry, natural resource management, environmental science/education or related field.
- Experience with communications/public speaking.
- Current resident of Clatsop County or Tillamook County, Oregon (or willingness to relocate).

Benefits Offered: Medical Insurance; Life Insurance; Dental Insurance and 401K

Hampton Lumber is an equal opportunity employer: all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, protected veteran status, or disability.