**Request for Qualifications:**

**Administrative Assistant: Central Oregon Shared Stewardship Alliance and Central Oregon Forest Stewardship foundation**

**Background**

**Central Oregon Forest Stewardship Foundation**

The Central Oregon Forest Stewardship Foundation is a 501(c)3 nonprofit that catalyzes creative solutions to restore healthy and resilient forests and communities across the region. We do this through peer-to-peer learning, demonstration projects, collaborative support, and organizational development. In 2021, COFSF launched the Central Oregon Shared Stewardship Alliance (COS2A), in partnership with the Deschutes National Forest, Oregon Department of Forestry, and the Natural Resource Conservation District. The Landscape Resilience Project is a COS2A project.

**Central Oregon Shared Stewardship Alliance**

COS2A is an alliance of public and private conservation partners committed to utilizing a Shared Stewardship approach to enhance holistic, integrated natural resource management at the landscape-scale in central Oregon. The group launched in 2021, and has developed a framework for prioritizing and coordinating our shared work. Additional actions are in-process to formalize the COS2A governance structure, develop a protocol for identifying shared restoration priorities across the central Oregon landscape, and integrating human dimensions of natural resource management into decision-making processes.

**Landscape Resilience Program Overview**

In 2021, the State of Oregon released competitive funding to support landscape-scale fuels reduction that integrate holistic forest restoration and embrace a Shared Stewardship approach, encouraging coordination and collaboration across jurisdictional boundaries. The Central Oregon Shared Stewardship Alliance (COS2A) applied for and received project funding for work engaging first-tier partners who have agreements with Oregon Department of Forestry to complete on-the-ground objectives. These first-tier partners include:

* Deschutes County
* Soil and Water Conservation District
* Bend Parks and Recreation
* Upper Deschutes Watershed Council
* Deschutes Land Trust
* Natural Resource Conservation District
* Central Oregon Forest Stewardship Foundation
* Deschutes National Forest

Each primary partner will be working with a range of second-tier partners who they will be coordinating and working with. These second-tier partners do not have agreements with ODF, but will be working directly with a primary partner and engaged in some component of completing the on-the-ground work. This includes land-owners, contractors, and other interested parties as may include entities such as Home Owners Associations, Sunriver Resort, Shanda, LLC, and others.

Throughout the project, first- and second-tier partners will be working on their components of the landscape-scale project to: establish project timelines, set-up contact lists, complete on-the-ground work, track implementation outcomes, identify tools and techniques to increase efficiency, and to identify and track other metrics of success.

**Position Description**

The Administrative Assistant position will provide ongoing logistical and administrative support for the Landscape Resilience Project (LRP), the Central Oregon Shared Stewardship Alliance (COS2A), and the Central Oregon Forest Stewardship Foundation (COFSF). The key point of contact for position oversight will be the COFSF Executive Director. This work entail working with the leadership of each entity and drafting a regular calendar of activities for each organization and then:

* Managing all meeting logistics: venues, zoom invitation, calendar invitations, contact lists, food/beverages, meeting copies, etc.
* Developing and organizing the Google Workspace to support and update an orderly shared filing system
* Tracking all relevant program information: meeting dates and topics, attendance, volunteer match hours and mileage, changing contact information, etc.
* Communicating with partners, members, staff, and other participants as needed to support information sharing and effective project roll-out.
* Coordinating document development, signature completion, and filing
* Undertaking basic online informational research as needed
* Developing, editing, and updating documents as needed
* Taking meeting notes, editing, and finalizing notes and filing in the Google Workspace
* Supporting the LRP-Coordinator, the COFSF Executive Director, and the COS2A Planning Team, as needed

**Salary and Timeline**

This is a full-time position with funding from Spring of 2022 through June 30, 2023. We anticipate extending this position, pending funding anticipated for upcoming projects.

Please submit a cover letter, resume, and three professional references to:

Director@cofsf.org Please type “APPLICATION FOR ADMINISTRATIVE ASSISTANT” in all capitals in the subject line.

Applications will be reviewed as they are submitted and the position will be filled when we find the right candidate. We will review the first round of applications the week of March 14th and begin interviews the following week. Our target start date is April 1, with earlier start time available pending candidate timeline.

Position salary range is $30-$38K pending qualifications. The position includes health benefits and 10 days of paid PTO.

For questions or clarifications, please email Director@cofsf.org.

**Thank you for your interest in our work!**