**Request for Qualifications:**

**Landscape Resilience Project (LRP) Project Manager/Coordinator**

**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.

**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 Landscape Resilience Project Coordinator will serve as the hub for all moving parts of the project, ensuring that the partners truly work in coordination rather than working simultaneously but separately. This position is the glue that holds the partners together and creates opportunity for shared learning and enhanced coordination while also keeping a record of timelines and timeline changes, participation and contact information, ongoing activities and completed work, and implementation and process monitoring data.

This position involves understanding the scope of the LRP and tracking and supporting all of its various moving parts to support coordination, shared learning, monitoring, internal information sharing, external outreach and information sharing, coordinating development and updating of a LRP webpage, and successful completion of deliverables. Additionally, the coordinator will link the LRP effort to COS2A’s ongoing work, which includes finalizing its governance structure, processes for mapping shared landscape-level restoration priorities, and building out other components of the COS2A framework (available on the COFSF webpage www.cofsf.org).

The Coordinator will convene and support quarterly meetings of tier 1 partners, facilitate completion of monitoring and tracking forms, work with other project staff to ensure second tier partners are aware of and coordinated to the larger effort, develop a monthly e-newsletter, and maintain group records such as attendance sheets, contact information, timelines, etc.

The Coordinator will work with the Social Science Researcher and Technical support to link Process Monitoring to ongoing opportunities for interviews, photo and video collection, anecdotal story collection, and other qualitative data opportunities. The coordinator will keep the Social Science Researcher apprised of opportunities of particular interest for in-depth analysis. The position may include conducting interviews and gathering qualitative data for later analysis. The Coordinator will organize regular meetings with all program staff and the LRP Leadership Team.

The over-arching goal of the Coordinator is to build a learning community and to create new opportunities throughout the life of the project to enhance collaboration as a result of ongoing communication, as well as adding value to those already occurring by identifying what makes them work well so these key elements can be expanded.

Additionally, the Coordinator will work closely with other contracted entities, including Ecosystem Workforce Project, throughout the life of the project to support effective implementation and process monitoring.

*Specific Activities*:

* Develop a contact list with all partners involved, listing their roles, positions, email and phone information, etc.
* Collect ongoing data on partners’ key deliverables, timeline, updated timelines, and ongoing challenges and successes.
* Coordinate with the University of Oregon’s Ecosystem Workforce Project, as needed, to ensure LRP partners are regularly completing implementation monitoring
* Design and complete a monthly e-newsletter for the partners and interested outside entities
* Work closely with LRP Outreach specialists to identify opportunities to collect photos, videos, and to develop infographics and other project materials
* Create and update a public-facing webpage that chronicles the project and shares accomplishments and lessons learned can be posted
* Organize and implement quarterly meetings with partners via Zoom to:
  + Share successes and challenges, and trouble shoot issues together, enhancing shared learning
  + Support completion of implementation monitoring reports and update the project timeline
  + Identify and document lessons-learned and tools that work well so they can be implemented by others in real time
  + Identify and document any tools being used to support effective implementation
  + Share photo collection protocol and check on photo collection process
* Take and file meeting notes and attendance records
* Coordinate key partners to solicit input on outcomes being tracked in the shared files and solicit photos, ensuring photos are filed in the database
* Hold (at least) monthly meetings with project staff
* Hold (at least) monthly meetings with project leadership
* Participate in qualitative data collection training conducted by Social Science Researchers
* As needed, conduct interviews and take high-quality transcript-style notes for analysis purposes
* Coordinate other Technical Support staff to assist with interviews and data collection
* Take and file notes and other meeting materials, updating filing system as needed
* Coordinate with COS2A leadership and tier LRP to this ongoing effort
* Support LRP and COS2A to understand and effectively utilize the Data Basin Gateway
* Other tasks related to project coordination and success

**Salary and Timeline**

This is a full-time position with funding from Spring of 2022 through June 30, 2023. The position will be extended, pending additional funding which is anticipated for upcoming projects.

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

[Director@cofsf.org](mailto:Director@cofsf.org) Please type “LRP COORDINATOR APPLICATION” 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 $50-$60K pending qualifications. The position includes health benefits and 10 days of paid PTO.

For questions or clarifications, please email [Director@cofsf.org](mailto:Director@cofsf.org).

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