

NATIONAL ASSOCIATION OF STATE FORESTERS
CONTRACTOR JOB DESCRIPTION
April 2020

Job Title: Forestry Partnership Coordinator

Function: Work with NRCS State Offices and state forestry agencies across the nation to promote collaboration and improve delivery of technical/financial assistance and USDA Conservation Programs to private forest landowners

Reports to: Executive Director (primary) and Forest Resource Management Committee Chair (secondary)

Status: Independent contractor, position is funded for 3 years, no benefits

Major Functions/ State Outreach

Accountabilities:

- Develop and implement state outreach strategy to:
 - Enhance collaboration between state forestry agencies, NRCS state offices, and allied partners
 - Promote cooperative actions that improve delivery of technical and financial assistance to private forest landowners
 - Advance the efficient delivery of USDA Farm Bill Conservation Programs
- Assist NRCS and state forestry agencies in developing and implementing state-level Memorandums of Understanding
- Support the development and reporting of grants, agreements, and partnership projects between NRCS and state forestry agencies
- Promote cross-training opportunities among NRCS, state forestry agencies, and forestry partner organizations
- Coordinate the use of different plans within states; these may include landscape-scale plans, forest management plans, conservation plans, and practice plans among others

Communications

- Build awareness of USDA Conservation Programs that support forestry activities on private forestland
- Collaborate with NASF communications director to:
 - Develop and contribute content to NASF weekly newsletter, social media/online platforms, and annual report
 - Develop success stories, blogs, videos, and publications to highlight state/NRCS forestry partnerships
- Provide briefings and deliver presentations to NASF and NRCS leadership, the Joint Forestry Team, NASF committees, and partners.
- Collect and document information and data for preparation of briefing papers, reports, and presentations

- Review and analyze studies, reports, evaluations, and other information related to NRCS/state forestry agency partnership issues

Committees, Partnerships, and Coalitions

- Build and enhance state-level forestry partnerships between NRCS and state forestry agencies and allied partners
- Provide staff support and meeting content to the NASF Executive Committee, NASF Forest Resource Management Committee, and Joint Forestry Team
- Coordinate with NASF staff and the NRCS Technical Contact to identify opportunities, prioritize work, and communicate issues
- Explore innovative means to leverage human and financial assets through partnerships
- Evaluate existing and proposed partnerships; make recommendations for goals, objectives, and milestones to enhance partnerships
- Establish and maintain links with government agencies, nongovernmental organizations, universities and professional societies to build support for NRCS-NASF partnership efforts

Meetings and Travel

- Develop travel and meeting plans that are focused and within budget
- Visit state NRCS offices and state forestry agencies and attend state-level meetings to help address issues and build partnerships
- Attend and provide briefings at priority meetings such as the NASF Executive and Forest Resource Management Committees, the NASF Annual Meeting, the Joint Forestry Team, and assigned partners

Other

- Develop and implement an annual work plan
- Other duties as assigned consistent with contract objectives

Qualifications: 5 years experience managing and delivering forestry programs with emphasis on private landowner assistance. Bachelor's degree in a natural resources field required, forestry preferred. Knowledge of Tree Farm, Forest Stewardship, EQIP, and Farm Bill conservation programs required. Experience with NRCS CAP 106 Forest Management Plans and State Technical Committees a plus. Excellent communications, leadership, and organization skills. Demonstrated ability to plan/lead meetings, deliver presentations, build partnerships, and develop written materials such as briefing papers, publications, and online content. Must be able to work independently from a home office or remote location and available for frequent travel. Must possess and maintain a valid state motor vehicle operator's license.

To Apply: Please forward resume, writing sample, and cover letter including salary requirements to "Forestry Partnership Coordinator Position" at

nasf@stateforesters.org. Review of applications will begin immediately and continue until the position is filled with a qualified candidate.

About NASF: Established in 1920, the National Association of State Foresters is a non-profit organization comprised of the directors of forestry agencies in the states, territories and the District of Columbia of the United States. State Foresters manage and protect state and private forests, which encompass two-thirds of the nation's forests. NASF is an equal opportunity employer and does not discriminate on the basis of race, color, religion, or any other non-merit factor.

Controlling NASF Bylaws; NASF Operational Guidelines; NASF Employee Handbook;
Guidance: NASF Strategic, Marketing, and Operational Plans