

Position Description**Department:** Conservation Connect**Title:** Partnership Coordinator

National Forest Foundation (NFF) is pleased to offer a regular, full-time position that will support the advancement of partnerships between the U.S. Forest Service and community and interest-based organizations, local and state governments, tribes, and other entities.

About the NFF: The NFF works with communities and organizations to conserve and enhance the watersheds, wildlife habitat, wild places, and recreational opportunities across our 193-million-acre National Forest System. The NFF seeks to engage all Americans in this work.

Position Function: The Partnership Coordinator will assess challenges, opportunities and needs experienced by U.S. Forest Service regions and forests in partnering with community and interest-based organizations, state and local governments, and tribes. This position will document and share lessons, coordinate meetings with U.S. Forest Service employees and partners, and develop tools to improve partnerships. The Partnership Coordinator will report to the NFF Director, Conservation Connect.

Position Duties and Responsibilities: The Partnership Coordinator is a highly interactive position that engages both with federal agency personnel and community partners. The position works in a high-intensity setting, and efficiency, calm and poise are required. The Project Coordinator is responsible for:

- Creating and maintaining a timeline and workplan.
- Developing an interview plan, conducting phone and in-person interviews with U.S. Forest Service personnel and partners, and documenting lessons, challenges and opportunities.
- Managing logistics for on-site regional, forest, and partner meetings across the country.
- Developing templates and tools to support U.S. Forest Service staff and partner organizations in working effectively together.
- Coordinating with other NFF staff to create physical and electronic invitations.
- Organizing contact lists and managing RSVPs.
- Coordinating and hosting both in-person and web-based trainings and peer learning sessions.
- Developing content and posting information on the NFF Web site.
- Writing summary reports and recommendations.
- Other responsibilities, as assigned.

Education and Qualifications: NFF expects the Partnership Coordinator to possess the following educational and experiential qualifications:

- Prefer Bachelor's Degree in Natural Resources, Community Engagement, or Partnership fields; and/or 5 years' experience.
- Commitment to the mission of the National Forest Foundation.
- Excellent organizational, coordination, administration, communication, and interpersonal skills.
- Strong interest in effective public-private partnerships, conservation issues and a nonprofit environment.
- Demonstrated proficiency in common office software programs, including Word, Excel, and PowerPoint.

Abilities and Skills: NFF expects the Partnership Coordinator to possess:

- Ability to represent the NFF in a clear and professional manner through excellent written and oral communication and interpersonal skills.
- Basic graphic design skills and familiarity with common software platforms.
- Ability to work well and be flexible in a team-oriented environment.
- A strong ability to set priorities and meet deadlines; and to be well-organized when managing multiple tasks at a time.
- Ability to manage stressful situations and time-sensitive deadlines with calm and poise.

Location and Travel: The position is located in Missoula, Montana and will require frequent travel.

Compensation: The NFF offers a competitive salary schedule based upon experience.

To Apply: Please send a **cover letter and resume** by September 13, 2019, to Sheree' Bombard at sbombard@nationalforests.org with subject line: "Application for Partnership Coordinator".

The National Forest Foundation is an equal opportunity employer and welcomes a diverse pool of candidates in this search.

Additional information on the National Forest Foundation can be found at www.nationalforests.org.