Shared Outreach Coordinator Scope of Work

About the Organizations

Discover Your Forest
Discover Your Forest is dedicated to promoting the discovery of the Deschutes and Ochoco National Forests and Crooked River National Grassland by enriching the experience of visitors, building community support and creating the next generation of environmental stewards.

Our Key Objectives are to:
- Engage youth to reach the next generation of stewards through educational outreach and career pathway programs.
- Provide visitor services, interpretive programs, and events to increase visitor numbers and diversity.
- Deepen the personal commitment and involvement of the local community through volunteerism.
- Pursue funding to expand educational outreach, visitor services, stewardship and career pathway programs, and enhance the quality of visitor experiences.

Deschutes Trails Coalition
The Deschutes Trails Coalition is a coalition of over 30 organizations and agencies representing public lands, outdoor recreation, conservation, tourism, businesses, and trail user groups whose mission is to work collaboratively to foster an exceptional regional trail system that is sustainably managed and balances the needs of people and nature in Central Oregon. DTC partners comprise a diversity of local and regional recreation stakeholders that come together to provide community leadership and support to organizations and land management agencies to address escalating challenges to our trail system.

Deschutes Collaborative Forest Project
The DCFP is a volunteer stakeholder group representing diverse views and values which seeks to restore federal forest lands across the 257,000 acre DCFP landscape through meaningful stakeholder collaboration and the use of best available science.

The DCFP strives to restore natural processes and functions; incorporate best science to ensure biodiversity is restored and ecosystem resilience and resistance to natural disturbances is sustainable; reduce wildfire risk to communities and adjacent landowners; maintain and enhance the quality and quantity of flows within municipal supply watersheds; restore and maintain habitat for species of concern, including listed, tribal, and economically important; provide a meaningful and predictable flow of restoration by-products for utilization by local forest products businesses; maintain and enhance recreational opportunities compatible with restoration, and; provide input and recommendations to the U.S. Forest Service on restoration projects throughout the DCFP landscape.
Summary of the Position

Job Description: This position is an outreach-specific position that will work as a shared contractor for the DCFP, DTC and DYF to fill each organization’s outreach needs. A shared hire will increase the cohesion and consistency of messaging to the Central Oregon community regarding active forest management and forest activities.

Title: Deschutes Collaborative Forest Project, Deschutes Trails Coalition, Discover Your Forest Outreach Coordinator

Managed by: DCFP Outreach Subcommittee chair with engagement from DTC Executive Director and DYF Executive Director

Status: Independent Contractor

Job Type: One year contract with possible annual renewal, salaried, remote, based in Central Oregon.

Compensation:
- $6,000/month
  - $4,000 from DCFP (68%)
  - $1,000 from DTC (16%)
  - $1,000 from DYF (16%)

Anticipated Start Date: January, 2023

Deschutes Collaborative Forest Project Scope of Work

Primary Duties:

Outreach Subcommittee Coordination
- Support Subcommittee members in implementing the Outreach Strategic Plan.
- Coordination of the DCFP Outreach Subcommittee.
- Maintain fiscal accountability, budget responsibly, and ensure continual expense transparency.

Community Engagement
- Foster positive relationships with the Central Oregon community.
- Create educational outreach and engagement opportunities for the general public to learn more about active forest restoration in the Deschutes National Forest.
- Coordinate local speaking engagements and events.
Social Media, Advertising, and Website Content

- Maintain a positive and engaging online public presence through the management of all social media channels:
- Coordinate with relevant media and advertisers.
- Develop ideas for new content working with Outreach Subcommittee members.
- Lead the graphic design of all outreach and promotional materials.
- Coordinate with contracted web developers to manage website content updates.

Additional Items

- Other outreach efforts as prioritized by the DCFP Outreach Subcommittee.

DESCHUTES TRAILS COALITION SCOPE OF WORK

Primary Duties

DTC Outreach responsibilities include, but are not limited to, the following:

- Create content and find images for 2 social media posts per week.
- Regular (5 day/week) monitoring and timely response to comments generated by posts.
- Follow partnering organizations and share others’ posts on a weekly basis.
- Create a newsletter twice a year (or quarterly, as needed and capacity allows).
- Use quarterly newsletter content to pitch stories to local media a minimum of 4 times per year (such as announcing grant programs open/close dates, as well as grants awarded, and the projects the funds are supporting).
- Help create general tabling materials for events about DTC with an eye toward consistency of branding (colors, fonts, logo).
- Help to create program or campaign materials with an eye toward consistency of branding (colors, fonts, logo).
- Assist in creating the script and work with a videographer to create a video for DTC website.
- Attend and participate in monthly Outreach & Communications Committee meetings.
- Occasional participation in monthly Steering Committee meetings, as needed to inform outreach efforts.
- Update the website as needed.
Discover Your Forest Scope of Work

Primary Duties

DYF Outreach responsibilities include, but are not limited to, the following:

- Create content and finding images for 3 social media posts per week
- Regular (5 day/week) monitoring and timely response to comments generated by posts.
- Follow partnering organizations and share others’ posts on a weekly basis.
- Create a newsletter quarterly, or as needed and capacity allows.
- Help to create general tabling materials for events about DYF with an eye toward consistency of branding (colors, fonts, logo).
- Help to create program or campaign materials with an eye toward consistency of branding (colors, fonts, logo).
- Attend and participate in monthly Outreach & Communications Committee meetings.
- Update the website, as needed.

To Apply

Please email one document containing a resume and a cover letter describing your interest in the position and any relevant professional or personal experience with the subject line “Shared Outreach Coordinator Application” before December 2, 2022. This position will remain open until filled.

Email: Jacob@cofsf.org

The partner organizations, The Deschutes Collaborative Forest Project, Deschutes Trail Coalition and Discover Your Forest, provide equal employment opportunities to all employees, contractors, and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic.