



CWSF
COUNCIL OF WESTERN
STATE FORESTERS

Director of Committee Coordination March 2024

Position Title:	Director of Committee Coordination
Location:	Virtual workplace. Prefer applicants in Colorado; will consider exceptional applicants in other western U.S. locations – must be in a Council of Western State Foresters (CWSF) member State/Pacific Island
Functions:	The CWSF and Western Forestry Leadership Coalition (WFLC) Director of Committee Coordination provides membership services by supporting all functions of the organizations' subject matter and regional committees. This role serves as the staff liaison to all CWSF and WFLC committees, acting as a representative to state, federal, and partner organization audiences and facilitating the planning of all meetings.
Work Schedule:	Full-time salaried position, exempt
Compensation:	\$72,500 – \$102,000; this amount may vary based on the selected individual's location to account for locality cost of living. Benefits include vacation and sick leave; medical, vision, and dental insurance; 401k; and life insurance.
Reports to:	Executive Director
Closing Date:	April 19, 2024 at 5:00 p.m. Mountain Time

Duties & Responsibilities

Support CWSF's Strategic Plan Goal 1 to create an inclusive, member centered environment that facilitates meaningful engagement and learning among members. Duties to include:

- Manage the functioning of CWSF/WFLC committees according to clear and consistent guidelines.
- As CWSF/WFLC Committee Staff Liaison, work with the 17 western states, six U.S.-Affiliated Pacific Islands, and the USDA Forest Service to coordinate, schedule, organize, attend, and guide the regular, leadership, and annual meetings for each committee.
- Support all elements of committee meeting logistics, both virtual and in-person.
- Provide consistent committee management through onboarding and orientation for all new committee members and leadership teams, working closely with the State Forester membership, State Forester Advisors, committee leadership team, CWSF Executive Director, and committee members.

- Support the CWSF Strategic Plan by connecting committee activities to the strategic plan, CWSF by-laws, and CWSF/WFLC committee best practices.
- Support CWSF communications efforts in coordination with the Director of Communications, including providing committee-related website updates, reviewing and developing committee-related content for monthly newsletters, helping to shepherd the process on committee-related communication products, and sharing information with CWSF/WFLC members and partners.
- Facilitate information sharing during committee meetings and workshops, such as lessons learned and best practices, between states and federal agencies.
- Maintain open lines of communication with all CWSF staff and flag timely committee opportunities or concerns. Identify potential synergies across committees and share with staff as appropriate.
- Facilitate and encourage elevation of committee issues for consideration by CWSF members through committee best practice processes.
- Ensure committee work is guided by CWSF member priorities.
- Other duties as may be requested/needed by the Executive Director, CWSF Executive Committee, WFLC Executive Board, or CWSF/WFLC members.

Support CWSF's Strategic Plan Goal 2 to be a trusted and credible authority and advocate for western forestry and wildland fire priorities. Duties to include:

- Develop and implement strategies, in consultation with the Executive Director and the committee leadership teams, targeted at improving information and knowledge sharing and delivery and implementation of policies and programs specific to each committee.
- Guide development of annual committee workplans, connecting to the CWSF Strategic Plan and member priorities to specific planned outputs and outcomes for the year.
- Together with the Director of Policy, support and guide the development of programmatic and/or policy issue papers by committees for presentation to the CWSF Executive Committee.
- Utilize committee best practices to raise issues from committee level to CWSF Executive Director and staff for potential sharing with State Foresters and elevation to the National Association of State Foresters (NASF).
- Engage with federal agencies to disseminate clear rules, guidance, and expectations for programs, tools, and authorities of importance to State Foresters, including in the Bipartisan Infrastructure Law and Inflation Reduction Act.
- Facilitate forestry and wildland fire dialogue at committee meetings to discuss emerging issues, when appropriate.

Support CWSF's Strategic Plan Goal 3 to strengthen the prominence of western forestry priorities through establishment and maintenance of strong and collaborative partnerships. Duties to include:

- Provide a conduit for information between states, federal agencies, and the CWSF membership.

- Coordinate relationship-building among committees with the USDA Forest Service, Bureau of Land Management, and other partners.
- Identify opportunities for engagement with partners during committee meetings and share external opportunities with relevant committee membership.
- Plan and host state-to-state professional development opportunities with committee leadership teams.
- Bring best practices and engagement lessons from other regional associations to increase value to CWSF committee members.
- Create a strong relationship and communication structure between CWSF Committees and staff and committees of NASF, the Northeast Midwest State Forester Alliance, and Southern Group of State Foresters staff.
- Share committee information with regional and national associations via regional reports.

Support CWSF's Strategic Plan Goal 4 to manage the governance, financial, operational, and human affairs of the organization using sound and well-informed approaches. Duties to include:

- Perform federal grant management activities, as requested.
- Attend, lead, and/or actively participate in all staff, one-on-one, and director-level meetings.
- Participate in all CWSF/WFLC policies, procedures, and norms aimed at ensuring administrative efficiency and excellence as a professional and as part of a staff team.
- Align CWSF committee governance with strategic plan and by-laws.

Qualifications

Required:

- 5-7 years of professional experience (or equivalent additional educational experience)
- Bachelor's degree in forestry, natural resources, communications, business, or other relevant field
- Highly organized, with expertise in Microsoft Office and Google products
- Demonstrated facilitation skills and experience.
- Experience working in forestry or a related natural resources field
- Excellent writing, networking, verbal communications, and presentation skills
- Demonstrated project or program coordination skills and experience
- Ability to work in teams and independently
- Demonstrated ability to meet multiple deadlines and prioritize projects
- Commitment to high-quality results
- Ability to travel overnight approximately 40% of the time

Preferred:

- Experience working in a virtual environment with communication tools like Zoom, Teams, Slack, etc.
- Professional experience in a program manager, partnership, or coordinator role.

- Experience working with state and/or federal natural resource agencies.
- Working knowledge of forestry program areas, including Forest Health, Forest Stewardship & Landowner Assistance, Wood Utilization, Good Neighbor Authority, Urban and Community Forestry, and Wildland Fire.

How to Apply

Email your resume, cover letter, and three professional references to: info@westernforesters.org. Please include "Director of Committee Coordination Position Announcement" in the subject line. The position is posted at <https://www.westernforesters.org/join-our-team>.

Equal Opportunity Employer

CWSF is an equal opportunity employer and complies with all federal and Colorado state laws, regulations, and executive orders.