

POSITION DESCRIPTION
REGIONAL PROGRAMS COORDINATOR



The [Northern Forest Center](#) (the Center) seeks a dynamic individual to join our team as Regional Programs Coordinator.

If you have a passion for the north country of Maine, New Hampshire, Vermont or New York, its people and future, this may be the right opportunity for you. The Center is an unusual and exciting organization that blends social, economic and environmental disciplines to secure a vital future for the Northern Forest region and its communities. We work regionally and in specific places to deliver programs that make a difference in people's lives and also bring our perspective to our state capitols and Washington, DC, to advance sound public policies to benefit the region and other rural places.

This position requires an individual who thrives on complexity, responsibility and a fast pace. Our programs continually evolve to make the most of opportunities to achieve our mission. If you are creative, energetic, results-oriented and able to move fluidly from strategy to implementation and back again, we'd like to hear from you.

Founded in 1997, the Center creates bold possibilities that give rise to vibrant Northern Forest communities and sustained opportunity in a new forest future. We contribute ideas, support and expertise to people strengthening economic opportunity and environmental resiliency across Maine New Hampshire, Vermont and New York. We advance this mission through an integrated portfolio of programs that:

- Support innovative approaches to strengthen and grow the regional forest economy;
- Invest in community revitalization to retain and attract younger people and entrepreneurs; and
- Facilitate regional collaboration and public policy advocacy to help the region capitalize on changing trends and opportunities.

TITLE: Regional Programs Coordinator (Full-time 40 hours per week)

REPORTS TO: Vice President

SUMMARY: The Center's [regional strategy and policy programs](#) inform and empower local, state, regional and federal leaders to implement new ideas that can be the foundation of the region's long term economic and environmental vitality. The Regional Programs Coordinator is a new position, which will provide coordination and support to the Center's program staff to implement regional strategy initiatives, public policy activities, research projects and organizational impact tracking, convenings, communications and other activities. The Coordinator will work under the direction of the Center's Vice President and in close collaboration with other Center staff. The Center's work environment places a premium on the ability to demonstrate independent initiative balanced with close collaboration with a highly integrated team of professional staff and networks of partner organizations.

Responsibilities:

- Support the development and implementation of regional strategy initiatives, which currently include the [Future Forest Economy Initiative](#), Northern Forest Destination Development Initiative, and periodic [regional symposia](#).
- Coordinate and support development and implementation of the Center's state and federal public policy strategies including: stakeholder identification, engagement and communication; research and development of issue briefs and position papers; and coordination of outreach activities.
- Lead the implementation and annual updating and analysis of a new Measures of Success organizational impact tracking framework.

- Develop research and communications products (social media and web content, and written reports) that build understanding of regional issues and trends in the Northern Forest.
- Provide meeting coordination, event planning and support, and project support to the Center's President and Vice President as it relates to policy and strategy activities.
- Represent the Center in public forums, networks, and presentations.
- Share common organizational and office management duties asked of all team members in a small non-profit.

Qualifications

- College degree and 2+ years of related experience and/or a graduate degree in any of the following or a related field required: political science/public policy, rural community development, and/or natural resources. Familiarity with the Northern Forest region (or a part of it) a plus.
- Excellent inter-personal and communications skills and an ability to work well and foster collaboration among a wide range of people.
- Excellent writing skills.
- Familiarity with state and federal policy/legislative development, coalition building, and/or advocacy a plus.
- Demonstrated ability to quickly tackle, synthesize, and communicate new material and ideas.
- Understanding of and enthusiasm and patience for long-term systemic change processes.
- Proficiency with Microsoft Office suite and web-based communications and research.
- Ability to travel regularly—and occasionally overnight—throughout the four-state region.

Salary and Benefits

The Regional Programs Coordinator is a salaried full-time position with a salary range of \$52,000-\$55,000; starting salary will be commensurate with experience. The Center provides a full benefits package including health insurance and generous vacation time.

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

To Apply

Applications will be accepted until the position is filled. Please submit a cover letter and resume detailing your interest and qualifications to resume@northernforest.org with the subject line "Regional Programs Coordinator Application." No calls, please.

The Northern Forest Center is committed to the principles of diversity, equity and inclusion and is proud to maintain employment practices based upon individual qualification, merits, and achievements. All decisions to recruit, hire, promote, and release from employment are made without discriminating according to race, color, religion, national origin, gender, sexual orientation, age, marital status, political beliefs or disability.