



Maine Timber Research and Environmental Education (Maine TREE)

Program and Outreach Coordinator

Maine TREE seeks a dynamic leader to serve as its Program and Outreach Coordinator to guide forest-based outreach programs, including as Coordinator of its sponsored Maine Tree Farm program. The Coordinator provides direct program activities and effectively manages a volunteer team composed of natural resource professionals and others to deliver those programs.

Maine TREE is an independent, private, non-profit organization whose mission is to educate and advocate for the sustainable use of the forest and the ecological, economic, and social health of Maine's forest community. Maine TREE seeks applicants that are deeply rooted in Maine's forests, have education and experience in field forestry and/or conservation, bring strong organizational and communication skills to our work, and have a demonstrated commitment to building a diverse team to achieve our mission.

We host nine forest-based programs that focus on education, research, and community. Maine Tree Farm's mission, as a program of the American Tree Farm System, is to help Maine's family woodland owners realize the full potential of their woods while sustainably providing forest products and other woodland benefits such as clean water, habitat for wildlife, and recreational opportunities.

Position Description

The Outreach and Program Coordinator will have excellent organizational, communication, and written skills, possess the ability to work alone, outdoors, and in remote locations, and demonstrate a passion for advancing sustainable forestry in Maine. As the designated Coordinator for the Maine Tree Farm program, which has a long and rich history of recognizing family forest owners in Maine, the ideal candidate will display the drive to sustain and strengthen the program's impact. Previous experience in field forestry or conservation, coupled with project management experience, is highly desirable. This position reports to the Executive Director.

Specific to the Maine Tree Farm program, the Coordinator initiates, supervises and promotes those program's activities, including woodland owner and forester outreach, project management, and administrative support for the Maine Tree Farm Committee.

The Coordinator will:

- Communicate program news and updates across Maine TREE's activities
- Maintain relationships with diverse project partners across Maine's forest community.
- Represent Maine TREE and the Maine Tree Farm program at professional conferences or events and perform public speaking, such as PowerPoint presentations or panel discussions.
- Develop and facilitate, or support the implementation of, education and outreach activities for Maine TREE, with a focus on the Tree Farm audience of private landowners and forestry professionals.
- Support grant writing and reporting to a variety of different funders, including private foundations and government grants in coordination with Maine TREE's overall efforts.
- As designated Maine Tree Farm Coordinator:

- Convene and support Maine Tree Farm subcommittees.
- Maintains a working relationship with American Tree Farm System staff and serve as liaison for the Maine Tree Farm Committee
- Develop and implement work plans and ensure timely submission of annual reports.
- Coordinate the tracking of budgets, matching funds, and deliverables for projects.
- Performs administrative tasks including but not limited to creating program agreements and contracts; coordinating scheduling; and, preparing and submitting reports
- Assists in the program and outreach aspects of Maine TREE programs as assigned, including, but not limited to, the Forests of Maine Teachers' Tours, Project Learning Tree, Holt Research Forest, and Certified Logging Professionals.

Qualifications:

- Education: BA or BS in related field (forestry, ecology, natural resource management, etc.)
- Broad understanding of the connections among Maine's forest ecology, economy and forest-based communities;
- Ability to work outdoors in a variety of conditions and a willingness to work some evenings and weekends;
- Possession of a valid driver's license, and ability to travel, primarily in Maine.
- Ability to work both independently and with a team

Preferred Qualifications:

- A forester's license (if applicable to candidate's state) or ability to pursue forester licensure
- The drive to strengthen and expand forest stewardship among Maine's woodland owner community

Skills:

- Strategic leadership skills; ability to lead toward a shared vision; flexibility; adaptability.
- Communication skills with proficiency in writing, speaking, and listening to diverse audiences.
- Project management skills
- Strong computer skills, including use of Google Suite
- Fundraising, grant writing and grant management.
- Ability to manage a network of volunteers and partners.

This is an entry-level position funded through existing grant agreements held by Maine TREE and the Maine Tree Farm Committee. Funding is secured for this position through 2022 and the position may be extended based on the availability of resources. The position will be based out of the Maine TREE offices at 535 Civic Center Drive in Augusta, Maine with flexibility for remote work given the nature of the position and Maine Tree Farm program activities.

To apply, interested applicants should submit as a single PDF packet, a one-page cover letter, resume, one-page writing sample, and three professional references, by **11:59 p.m. on April 15th, 2021**. Packets should be emailed to jonathan@mainetree.org with the subject line: Outreach and Program Coordinator Application.

Applications will be reviewed on a rolling basis