

Job Title: Intermountain West Regional Manager
Job Type: Part-time Regular (**FLSA Status:** Non-exempt)
Job Function: A part-time, remote work position for residents of Oregon, Idaho, Montana, Utah, Colorado, Arizona, or New Mexico.
Job Level: Individual Contributor
Primary Location: Remote, based in Oregon, Idaho, Montana, Utah, Colorado, Arizona, or New Mexico.
Expected Start Date: March 1st, 2025



OLD-GROWTH FOREST NETWORK

INTERMOUNTAIN WEST REGIONAL MANAGER POSITION

Company Information

The Old Growth Forest Network (OGFN) is a 501c3 non-profit organization established in 2011, whose mission is to connect people with nature by creating a national network of old-growth forests that will never be logged. Our primary goal is to identify and help protect forests in each county of the US where forests can grow and educate the public about where those protected forests are located (see www.OldGrowthForest.net). OGFN's ideal candidate for the Regional Manager position will care deeply about forests and want to make a difference in the world. This is a unique opportunity to help a small non-profit become a strong national presence. The Regional Manager position can grow with your passion and experience.

Job Summary

The Regional Manager will work with all members of the Old-Growth Forest Network team under the supervision of the Network Manager. The Regional Manager's main objective is to grow and enhance our national network of forests and people who care about them, focusing on forests in areas of **Washington, Oregon, Montana, Idaho, Utah, Colorado, California, Arizona Nevada, and New Mexico**. The Old-Growth Forest Network is a virtual organization with a nation-wide focus, based on Maryland's Eastern Shore. This person should have a deep enthusiasm for forest preservation and advocacy; ability to inspire others to take action on behalf of the forests.

The expansion of the Old-Growth Forest Network depends on volunteer County Coordinators who identify candidate forests in their area for possible Network inclusion. The Regional Manager will recruit, activate, and interface with County Coordinators, forest management personnel, OGFN staff, and others to dedicate forests into the Network. The Regional Manager will vet candidate forests based on descriptions, photos, interviews, and/or in-person visits for their suitability. The Regional Manager will coordinate dedication events, including planning, logistics, publicity, and representing OGFN at many of the dedications. Additional specific responsibilities are described below.

The Regional Manager position is a part time, hourly non exempt remote work opportunity that averages 20 hours per week with a starting rate at \$23.00/hr and access to part-time benefits. This position requires travel throughout that region.

Primary Job Duties

- **Network building** – Identify eligible forests and manage their incorporation into the Old-Growth Forest Network. Maintain ongoing relationships and communications with forest owners/managers and volunteer County Coordinators.
- **Volunteer outreach and management** – Recruit, activate, and manage our community of volunteers to effectively motivate them and keep them energized about OGFN's mission; work with existing County Coordinators to promote ongoing community engagement with Network forests.

- **Event planning and management** – Plan, publicize, and attend forest dedications across the designated region as forests are added to the Network or other special events are scheduled.
- **Record keeping** - Maintain information in the constituent database, the archive of organizational documents, the forest information database, and partner organization information.
- **Fundraising support** – Work with Development Director and Executive Director to cultivate donor and funder relationships via Network building events. Invite, greet, and thank donors or funders who attend OGFN events as OGFN’s representative. Assist with grant proposals and reporting by providing ideas, data, and feedback regarding program work.
- **Communication** – Communicate closely with OGFN team members about project work, events, priorities, planning, and progress. Work with other team members to coordinate outgoing communications. Communicate directly with supporters and volunteers to inspire action on behalf of forests. Contribute to OGFN communications and social media presence on Facebook, Instagram, YouTube, etc. Communicate with media contacts to promote OGFN events, including writing and disseminating press releases. Report to and take direction from the Network Manager to ascertain priorities and consult on strategies.

Qualifications

Education and Experience

- Bachelor’s Degree Required (degree in ecology, environmental studies, environmental science, conservation biology, or forestry/natural resources is preferred)
- Experience in environmental nonprofit organizations, environmental government agencies, or academic institutions; significant outreach and/or advocacy experience preferred. Volunteer experience counts.

Knowledge and Skills

Communication: Communicating effectively verbally and in writing as appropriate for the needs of the audience.

Ability to inspire: Convey deep enthusiasm for forest preservation and advocacy; ability to inspire others to take action on behalf of the forests.

Administrative and Technical Literacy - Knowledge of administrative and office procedures and systems such as word processing, managing files and records, designing forms, and workplace terminology. Literacy in Tools and Technology required for the job.

Forest Ecology- Basic knowledge of forest ecology, botany/dendrology, or forestry (degree in ecology, environmental studies, environmental science, conservation biology or forestry is a plus).

English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Decision Making and Negotiation- Considering the relative costs and benefits of potential actions to choose the most appropriate one; bringing others together to bridge/reconcile differences and persuade others to embrace different viewpoints

Event Coordination: Ability to work with staff and outside partners to plan, publicize, coordinate, and attend forest events or other special events.

Tools and Technology

Computers

Salesforce

Social Media Sites

Phone and Voicemail systems

Google Workspace (Gmail, Google Drive, Google Docs, Google Sheets, Google Calendar, etc.)

Microsoft Office software
Event Management Tools (Eventbrite)
Cellphone Camera

WORK CONTEXT

Communication - Excellent communications skills (written and verbal). Communication with coworkers, volunteers, press/media, and outside partners on a daily or weekly basis (e.g. forest managers, natural resource specialists, government officials).

Role Relationships - Ability to work independently but maintain close relationships with other staff members in a remote work setting

Conflictual Contact - Occasional negotiation and mediation skills needed to address disagreements regarding forest policy or forest management approaches with partner agencies or organizations.

Work Setting - Willingness to travel within the designated region. Comfortable in a forest environment and physically capable of hiking in rough terrain at least five miles in a day. Applicants may be asked to drive their own vehicles and pay for some lodging/meals while traveling for work. All approved expenses will be reimbursed.

Environmental Conditions - Occasional outdoor events will be required. These events may take place in variable weather conditions.

Job Hazards - Occasional time in the field is required and could lead to exposure to various environmental hazards, such as extreme temperatures, rough terrain, and/or wildlife. Frequent driving may also be required and could include long driving distances on the highway and unpaved roads.

Body Positioning -The vast majority of this job involves computer work, thus requiring the ability to use a computer for extended periods of time. Body positioning while working at a computer is up to the candidate and their comfort. While in the field, candidates may be required to hike over varied terrain, which could include strenuous periods of hiking across varied elevation and terrain types. The candidate should be able to bend, squat, and scramble using their feet, legs, knees, and/or hands in order to successfully navigate the varied terrain.

Impact of Decisions -Independent decision making is regularly required with low-impact items such as scheduling, administrative data handling, etc., but all high-impact decisions, such as negotiating agreements and reviewing forest policies, will be conducted in a collaborative setting with the Executive Director and/or the Network Manager.

Routine versus Challenging Work - Routine work makes up the bulk of this position, roughly 85%, and includes tasks such as email correspondence, volunteer check-ins, database entries/record maintenance, and coordination with other team members. Approximately 15% of the work can be challenging, such as negotiating with the forest managers/stakeholders, managing long-term communications, event logistics, and offering mediation strategies to partners should differing opinions arise.

Pace and Scheduling -Emergent issues that require immediate attention are rare but can happen. For the most part, the candidate will schedule their own time as they see fit according to their current tasks. Communication between this position and forest managers can take extended and intermittent periods of time so the candidate must be comfortable with keeping track of long-term tasks and checking in frequently with involved parties. Successful forest inductions can take up to a year (or more) to plan or can come together in a matter of weeks. The day of a forest celebration ceremony is usually time-consuming with many tasks to be completed. This position is encouraged to plan for events to be grouped to reduce the amount of travel time needed.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and

responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.