



Redwood Rising Partnership Coordinator

Founded over 100 years ago, **Save the Redwoods League** is an established conservation leader that utilizes sound science and cutting-edge conservation tools to ensure that California's unique redwood forests exist for millennia more. To learn more about us, go to www.SaveTheRedwoods.org.

Redwoods Rising is an ambitious collaboration between Save the Redwoods League, the National Park Service, and California State Parks to accelerate the recovery of the parks' historically logged redwood forests and help protect Redwood National and State Parks' remaining old growth groves. To learn more about Redwoods Rising, visit www.RedwoodsRising.org.

The Redwoods Rising partnership is seeking a **Redwood Rising Partnership Coordinator** to help implement large-scale ecosystem restoration programs and support its overall partnership structure and functions. It involves coordinating the work of this three-party partnership as they execute and manage complex agreements, budgets, and restoration field operations.

As a Save the Redwoods League employee, based in Humboldt or Del Norte County, the **Redwood Rising Partnership Coordinator** will act as a liaison of the Redwoods Rising partnership. This position is ideal for someone who thrives in a highly collaborative, partnership-based project environment. You will work in close coordination with National Park Service, California Department of Parks and Recreation, and Save the Redwoods League staff members to coordinate progress towards project goals in administering partnership governance and facilitating the vital connections and processes that make this work possible.

We provide excellent benefits including paid vacation, sick time, medical, dental, life insurance and a generous 401K!

ESSENTIAL DUTIES AND FUNCTIONS:

Planning and Staffing

- Creates and maintains a calendar of pre- and post-implementation planning, reporting, meeting, and other key dates and project milestones
- Coordinates, maintains, and monitors annual plans that support the partnership's vision and the 5-year Business and Sustainability Plan; ensures accountability against goals and recalibrates planning as needed
- Coordinates assessments at the end of each field season; collaborates with the Implementation Manager and other key staff to coordinate planning for the next season
- Helps onboard new Redwoods Rising team members as needed

Partnership Governance and Processes

- Acts as the point person to ensure information is disseminated among the Redwoods Rising governance levels
- Develops, maintains, and recalibrates the processes and expectations related to decision-making, partner and individual roles, governance processes, and other key aspects of partnership collaboration
- Anticipates decisions that need to be made and the process and timing for efficient coordination; maintains process and decision documentation
- Coordinates and facilitates regular meetings; creates draft meeting agendas for Steering Committee, Leadership Team, and Executive Committee; prepares/coordinates meeting materials; conducts necessary meeting prework and attendee liaising; tracks and follows up on action items
- Coordinates the development of metrics, goals, measures of success, outcome tracking, and reporting
- Identifies and alleviates bottlenecks and inefficiencies in Redwoods Rising processes, structure, methods, meeting frequency/composition, etc.

Connectivity and Peer Exchange

- Serves as one of the Redwoods Rising representative liaisons with the California Landscape Stewardship Network (CLSN); participates in CLSN peer exchange, convenings, trainings, and brings learnings back to the group
- Helps align/coordinate plans for data collection, surveys, monitoring, and other aspects of the partnership's work
- Helps establish operation standards with the Steering Committee, Leadership Team, and Executive Committee
- Conducts activities to understand issues, build on strengths, connect and collaborate among partners, and help build relationships and trust
- Seeks out training and professional development opportunities to enhance or improve different facets of the partnership's work, including best practices related to cross-jurisdictional landscape stewardship and restoration
- Identifies opportunities for events, recognition/gratitude, celebrating and promoting success internally and externally; coordinates periodic site tours and other special meetings as needed

QUALIFICATIONS:

- Passion for Save the Redwoods League's mission, principles, and values
- Bachelor's or master's degree or equivalent related experience in natural resources, environmental science, or a related field preferred
- Experience managing projects or programs, coalition/partnership building, developing and/or implementing communication and process management systems; solid facilitation and meeting coordination skills
- Experience working with state and/or federal environmental agencies and or the non-profit sector
- Experience in complex and collaborative project environments; dynamic problem-solving skills
- Experience with Windows, Microsoft Office 365, and video conferencing software
- Strong written, verbal, and oral/presentation communication skills
- Highly organized, detail-oriented, able to multi-task in a dynamic, high-paced office and field work environment
- Demonstrated cultural competency and interpersonal ability to communicate and interact effectively with people across cultures, ethnic groups, and identities with a willingness to cross boundaries and work with a wide range of people and organizations

WORKING CONDITIONS:

- Travel (by car) among the Redwood National and State Parks offices in Humboldt and Del Norte Counties and Redwoods Rising project sites for coordination activities such as meetings and field visits; must have a valid driver's license and safe driving record
- Potential for occasional weekend work for special events, tours, or other activities
- Frequently required to hike through forest land, including walking on uneven ground, climbing over obstacles, and accessing remote locations
- Actively utilizes computers, working at a desk or office space and with laptop in the field
- Occasionally lifts, carries, or otherwise moves and positions objects weighing up to 30 pounds

TO BE CONSIDERED:

Email your resume, a cover letter addressing why you are a great fit for this role, and your salary expectations to Jobs@SaveTheRedwoods.org with the subject heading "Redwood Rising Partnership Coordinator".

NO CALLS PLEASE... we are busy protecting redwoods. THANK YOU!

Save the Redwoods League is an Equal Opportunity Employer and is committed to creating an environment of equity and inclusion. Recruiting and retaining a diverse workforce is a high priority; people of all identities, backgrounds, and cultures are encouraged to apply. Learn more about our [Diversity, Equity, and Inclusion](#) initiatives.

Fluent English speakers who are bi-or multi-lingual, including Indigenous language speakers, are encouraged to apply.