



## **PUBLIC ENGAGEMENT COORDINATOR**

Mountains to Sound Greenway Trust

**Job Posting: JUNE 2018**

**Applications will be reviewed immediately.** This position is open until filled.

### **POSITION SUMMARY:**

The Public Engagement Coordinator is responsible for overseeing public outreach and information gathering about human activities, opportunities and conflicts on public and certain private lands in Central Washington's Yakima Basin. This position will coordinate communication between survey administrators, organize public engagement opportunities and share results with land managers and stakeholders.

Recreation in Central Washington is at a crossroads. Increasing recreational use and stagnant management budgets are combining to negatively impact the ecological health of many popular recreation destinations. The Central Cascades Recreation Coalition (CCRC), a group of land managers, recreation enthusiasts, business owners, non-profit organizations and elected leaders, believe that these challenges can be addressed by developing sustainable recreation systems that maintain the health of our natural resources. The CCRC has determined that the first step in addressing regional recreation impacts and providing improved recreational opportunities is understanding where and how people recreate. This information will be gathered through human ecology mapping (HEM) – a process that maps the destinations, special areas, activities, and routes that matter to users. This position, hosted by the Mountains to Sound Greenway Trust, will serve as the point-of-contact for the parties invested in this human ecology mapping process.

The Public Engagement Coordinator will work closely with social scientists at the U.S. Forest Service and Central Washington University to administer surveys, collect data and engage a wide sample of user groups. They will manage communications between the USFS and the CCRC partners, organize public outreach and data-gathering events, oversee student interns and volunteers, and report outcomes to the CCRC stakeholders. This process will be ongoing from Summer 2018 through Summer 2019 in order to capture all seasonal recreational uses.

The right candidate must have experience with community engagement, facilitating discussions, and managing communications for complex projects. They must be a self-starter able to recognize problems and proactively seek solutions. This position is ideal for an outgoing, organized individual with a knack for fostering relationships between individuals and groups, a passion for the outdoors, strong public speaking skills and the ability to independently manage their time and goals.

This position is a partial-time opportunity within the Mountains to Sound Greenway Trust, with supervisory duties shared by the US Forest Service. The candidate will work 32 hours per week, with the potential to work up to 40 hours per week during busy recreational use seasons. This position is expected to run for nearly one year, with the possibility of extension based on funding, performance and need.

## RESPONSIBILITIES

### Public Engagement

- Identify appropriate data gathering sites and events (including public meetings, public events, trail-side mapping or campgrounds, etc.)
- Coordinate staffing, logistics and supplies for these events
- Drive community attendance of events using social media and other sources, and coordinate with public affairs staff across multiple agencies to increase distribution and community awareness
- Report public event outcomes to project team members, supervising staff and stakeholder partners
- Organize and participate in volunteer training for HEM mapping
- Recruit volunteers for HEM mapping using a mix of traditional and social media outreach

### Coordinate HEM Project Teams

- Work with the study teams and project area working groups to trouble-shoot problems with data gathering process or instruments and actively seek solutions to resolve problems
- Ensure that all information gathered is properly labelled, managed, and stored to hand off to the study teams for analysis
- Assist in development and distribution of brochures and project information
- Meet on a consistent, periodic basis with a subset of the project teams
- Report weekly to Greenway Trust supervising staff to ensure timelines and program of work are being met
- Document and share HEM findings with partner organizations, land management agencies, stakeholders and recreation planning committees

### Coordinate Between Stakeholder Groups and Committees

- Establish strong channels of communication between the land managers, citizens' advisory committees, stakeholders and recreation groups in order to share HEM process and findings
- Work with committees to identify and connect with other pertinent user groups
- Draw on diversity of stakeholder needs to develop HEM survey questions that best represent the group

## REQUIRED QUALIFICATIONS

- **Public speaking skills:** Able to synthesize new information and transform it into compelling talking points that appeal to a broad audience. Comfortable speaking in public forums and conducting group discussions.
- **Project management:** Demonstrate ability to set and meet deadlines, define work plan based on consultation with HEM collaborators, and to prioritize tasks and manage time to achieve desired outcomes.
- **Technological competence:** Excellent computer skills, including data collection, proofreading and editing, and the ability to utilize social media platforms for public outreach.
- **Organization and initiative:** Strong organizational skills and personal initiative, with proven ability to prioritize, set and meet deliverables with minimal supervision.
- **Collaboration:** Demonstrated experience building relationships and fostering a sense of teamwork with partners from different backgrounds and perspectives.
- **Listening skills:** Capable of accurately capturing public feedback, both positive and negative, without judgement. When necessary, able to sensitively address public concern and deescalate emotional situations.
- **Transportation and background check:** Must successfully pass a criminal history background check and have reliable transportation with a valid driver's license and insurable driving record.

## **DESIRED QUALIFICATIONS**

- Bachelor's degree in communications, social science or related field.
- Advanced project management or survey design experience a plus.
- Knowledge of Upper Yakima Basin public lands, recreation groups and issues.

## **COMPENSATION**

Salary is \$25 per hour.

Benefits include all legally required, including paid sick time that accrues at the rate of one hour per 40 hours worked, as well as the option to participate in the Greenway Trust retirement plan. This position is not eligible for paid time off or holiday pay.

## **WORK SCHEDULE**

The position works 32 hours per week, with the possibility to extend to 40 hours per week during peak recreation seasons. It is expected to run nearly one year with the potential for extension based on project funding and needs. The Coordinator will work Monday through Friday, with occasional public events on evenings and weekends. When weekends or evenings are necessary, the weekday schedule can be flexible to compensate.

## **WORK LOCATION**

The Coordinator will oversee Yakima Basin human ecology mapping efforts out of the USFS Cle Elum and Naches ranger districts. Office station is therefore flexible based on candidate's location and commute. Regular travel to field sites and across the Basin for meetings, presentations and events is expected. USFS vehicle may be available for official use, but reliable transportation is required.

## **TO APPLY**

Email cover letter, resume, references, and any materials you wish to share that are related to your qualifications to: [stephanie.huck@mtsgreenway.org](mailto:stephanie.huck@mtsgreenway.org).

The Greenway Trust is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit.

## **ABOUT THE MOUNTAINS TO SOUND GREENWAY TRUST**

The Mountains to Sound Greenway Trust leads and inspires action to conserve and enhance the landscape from Seattle across the Cascade Mountains to Central Washington, ensuring a long-term balance between people and nature.

More than twenty-five years of collaboration and hard work have tested and strengthened the vision of the Mountains to Sound Greenway. We have proven to this region and the rest of the nation that collaborative conservation, by convening a broad-based and inclusive coalition of partners, can affect positive change.

Enhancing people's connections to nature drives the Greenway mission. Our coalition of community members, businesses, government agencies, and donors is joined together by the ethos that when we have meaningful connections with our natural surroundings, we are healthier and happier, our communities are stronger and more equitable; our lives are better. [www.mtsgreenway.org](http://www.mtsgreenway.org)