



## **Oregon Dunes Restoration Collaborative Programs Coordinator**

### **Purpose of Position:**

The Oregon Dunes Restoration Collaborative (ODRC) is a diverse group of stakeholders that came together over mutual concern about the loss of the dunes. The group developed a broad restoration strategy and works with the Forest Service to support implementation of that strategy. The ODRC Programs Coordinator works in cooperation with the ODRC steering committee, volunteers and community groups to implement dunes restoration projects and educate residents and visitors about the value of this unique ecosystem.

### **Responsibilities:**

Increase actively engaged volunteers and assist with volunteer activities. Key aspects of this work include:

- Managing volunteer sign-ups that come in through the website or social media channels
- Maintain a list of active volunteers in Constant Contact or another database
- Recruit volunteers through community events, media and online presence
- Lead volunteer work parties
- Write volunteer work descriptions and develop new roles as needed
- Train additional volunteer leaders

Effectively distribute ODRC collateral materials

- Distribute collateral materials to current distribution sites each month
- Research and establish new distribution locations
- Evaluate and prioritize distribution sites to ensure effectiveness
- Develop a group of volunteers to assist with distribution of materials.
- Review and make recommendations for new and/or updated collateral materials that targets specific audiences (OHV groups, children, etc...)

Coordinate media, stakeholder and community outreach activities to create greater awareness of the ODRC's work

- Target specific traditional media outlets to pitch stories
- Schedule and give presentations and other outreach to stakeholders, including elected officials, opinion leaders/influences, potential funders, etc.
- Manage social media accounts in cooperation with other content contributors
- Create and distribute a monthly ODRC e-newsletter
- Update ODRC website as needed

Assist with other ODRC administrative tasks as needed

**Qualifications:**

- A desire to learn about the values and mission of the Oregon Dunes Restoration Collaborative and develop a passion for and knowledge of Oregon Dunes National Recreation Area.
- Ability to work independently and professionally in a flexible work environment with a variety of volunteers, agency and community members
- Exceptional customer service, promptness, reliability, and attention to detail.
- Aptitude of basic computer (Microsoft suite), office systems, proofreading and editing skills, database management (Constant Contact or equivalent), Facebook and Instagram account administration, basic website management, and an emphasis on clear written and oral communication.

**Requirements:**

- Valid Driver's License and clean driving record.
- Available to work regularly scheduled weekend work parties when necessary.
- Able to walk and work on the dunes for 2-6 hours.
- Own a computer.

**Compensation/Hours:**

- Funding for the position is currently available for 750 hours of work, or approximately 20 hours per week, for the 2022 fiscal year (July 2021 – June 2022). An additional 500 hours in funding may become available during the year.
- Hourly wage is \$20.00
- This position reports to the ODRC steering committee.

**The ODRC Mission**

The Oregon Dunes Restoration Collaborative's mission is to collaboratively support, guide, and promote Oregon dunes restoration and preservation of the open sand, unique habitats, and dunes processes that benefit the plants, animals, and people that live and play in this special place.

**Our Goals**

**PRESERVE THE BEST** - Maintain and protect existing areas known to be in a healthy, natural condition. Examples may include areas that have functioning open sand, viable native plant communities, or resilient wildlife habitat.

**RESTORE SITE-SPECIFIC CONDITIONS AND PROCESSES** - Restore and maintain smaller areas to improve natural conditions at a local level. Site-specific locations may include a beach selected for its value to a population of nesting snowy plover, a scenic stretch of trail, or a specific dune formation that has critical value to the bigger landscape.

**RESTORE LANDSCAPESCALE NATURAL PROCESSES** - Create and maintain areas where there is a high likelihood that restoration of natural processes and a natural landscape pattern will be successful. Natural processes and patterns include sand movement and deposition and the resulting shifting mosaic of open sand, dune formations, plant communities, and tree islands.