

## Request for Proposal for *Maine Tree Farm Coordinator*

Maine Tree Farm Committee is Requesting proposals to fill our program *Coordinator* position.

**Background:** The American Tree Farm System (ATFS) was founded in 1941 and is now the oldest and largest forest conservation, certification, and advocacy program in the United States.

On October 20, 1952, Maine became the 35th state to adopt the Tree Farm program. Maine's chapter depends on volunteers for many of its functions, but needs a *Tree Farm Coordinator* to provide structure and direction.

**Job Title:** Maine Tree Farm Coordinator

**Job Type:** Part time, contracted. 10-15 hours a week.

**Job Duration:** Contract renewable annually, for as long as mutually agreeable to both parties.

**Experience Requirements:** Proficiency in technology, communications, and working with people.

**Preferred Qualities:** Licensed forester, active Tree Farm Inspector, Tree Farmer, or woodland owner.

**Education Requirements:** High school diploma or GED required. Postsecondary education in business, natural resources, or human resources preferred.

**Service Rate:** Proposed by applicant.

**Proposal Deadline:** January 31st, 2018. Please send to:

Kyle Burdick, MTFC Chair, 495 Leighton Point Road, Pembroke, ME, 04666

or

[chair@mainetreefarm.org](mailto:chair@mainetreefarm.org)

**Duties and Scope of Work:** Attached

Sincerely,

Kyle Burdick, Maine Tree Farm Chair

*2018 Maine Tree Farm Coordinator*  
Duties & Responsibilities/Scope of Work

The Maine Tree Farm Coordinator takes direction from Maine Tree Farm Committee Chairperson to manage time expectations commensurate with task significance and priority. and to monitor hours to keep within overall annual budgeted amount. Estimated average weekly commitment: 10-15 hours/week, with a fair amount of variability. Hours will be greater during third party assessments, approaching grant reporting and application deadlines, and with involvement in the annual Field Day, inspector trainings and other events.

**Service to Tree Farmers**

- Assist with updates and improvements, and periodically add new content to Maine Tree Farm website, including the creation of webpages that will be linked to the online newsletter.
- Work with MTFC members (Outreach sub-committee) to develop quarterly online newsletter, with accompanying print version
  - o Solicit content from Tree Farmers, Committee members, and other partner organizations, in addition to creating original content
  - o Solicit sponsors/donations to support the newsletter
- Handle registration of Maine Tree Farm booth at fairs & other events, maintain/update Tree Farm display for booth, and coordinator volunteer staffing for fair booths.
- Coordinate printing of Maine Tree Farm brochures and procurement of “swag” for distribution to Inspectors and Tree Farmers
- Respond to program inquiries from landowners, foresters, mills, other stakeholders in Maine and information updates from Tree Farmers.
- Provide coordination and assistance to County Chairs, especially with regard to addressing the backlog of Tree Farm inspections.
- Work with national ATFS, Maine Tree Foundation, County Chairs and Inspectors to keep Tree farmer database as accurate and up to date as possible

**Service to Inspecting Foresters**

- Organize planning and logistics for Inspector recognition and re-engagement events.

**Fund raising coordination**

- Assist MTFC fund-raising efforts by actively searching for grants and other funding opportunities outside of AFF; maintain contacts with donors, as directed and by the MTFC

**Third party Audits** Track the status of annual Required Sample inspections and ensure completion by annual deadline.

- Work with the MTFC audit sub-committee and the ATFS national office to coordinate any necessary preparation, follow-up or responses to Corrective Action Requests or Opportunities for Improvement as a result of periodic third-party assessments. (full 3<sup>rd</sup> party assessments are done in Maine approximately once every four years.)
- Monitor the Maine State Tree Farm program conformance to ATFS certification requirements, make recommendations for improving ATFS certification in Maine, and assist in implementation of agreed upon corrective actions related to the ATFS third party audits.

**Collaboration with AFF**

- Act as a liaison between the national ATFS office and the MTFC
  - o Keep MTFC up-to-date on national developments and relevant deadlines
  - o Participate in leadership webinars, National Leadership Conference, etc.

- Maintain contact and collaborate with AFF to apply for funding opportunities and ensure ATFS State Program Reporting Packet and any grant reports are returned by the annual deadline.

### **General Program Administration**

- Assist, where necessary, with organizing the following meetings:
  - o Participate in Quarterly Committee meetings, usually held in Augusta on the first Wednesday of March, June (usually in Orono), September and December, including bringing refreshments to each meeting
  - o Participate in MTFC sub-committee meetings, as needed.
  - o Help plan and coordinate Annual Field Day, in collaboration with Maine Woodland Owners)
  - o Assist with annual Inspector Training as needed
- Maintain phone number, USPS, and email addresses for Maine Tree Farm program.
- Become conversant with and maintain administrative access to the Tree Farm database; maintain the security and integrity of same.
- Complete all required reporting/documentation associated with grant funds.
- Work with MTFC and MTFC Treasurer to meet banking and financial audit needs.
- Provide support and assistance with various tasks in association with the Outreach, Fundraising, and Audit sub-committees.

The following are administrative program responsibilities that will be handled by Maine TREE Foundation:

- Receiving Tree Farm inspections, entering them into the database, and sending completed inspections to national.
- Sending out agenda and minutes for Quarterly meetings.
- Other administrative work, such as mailing and database management.