



Request for Qualifications April 2022

Restoring the health and resiliency of the Deschutes National Forest is our urgent mission. Our 12 year old organization has a proven collaborative model but requires strong staff support and leadership to continue to advance our work and goals. We seek a highly organized administrative assistant with excellent communication skills to help catalyze a new phase in our critical work.

Administrative Assistant

Location: Bend, Oregon

Type: Full Time Contract (Spring of 2022 through June 30, 2023)

Potential: To move to a long term, full time salaried position with benefits - dependent on additional funding.

Our Forest, Our Collaborative, and Our Work

The Deschutes National Forest is an extremely important wildlife habitat, an economic engine for our region, a source of clean and abundant water, and a world-class recreational playground. The Forest is the backdrop of our lives, a core piece of our identity as Central Oregonians. But community help is needed to preserve these values and to improve the health and resiliency of the forest. Restoration also reduces the risk of catastrophic wildfire to our community and provides green jobs in our local economy.

The Deschutes Collaborative Forest Project (DCFP) is guided by a 19-member Steering Committee made up of diverse interested community members. We are wildlife biologists, fire fighters, forestry contractors, environmentalists, outdoor recreationists, tribal representatives, foresters, research scientists, local government leaders and more.

We bring our diverse perspectives and expertise to a common table, review on-the-ground conditions and needs on the Forest, honor all values and experiences, and develop community-level agreements on how we want the Forest to be managed and restored. We ask the Forest Service to implement these agreements and we strive to explain to the community why our vision of active restoration is the right one for our local forests.

Between 2009 and today, the DCFP has helped to overcome past gridlock to improve forest health, fish and wildlife habitat, and resiliency to fire, insects, disease and climate change across a 250,000 acre landscape within the Deschutes National Forest stretching between Black Butte Ranch and Sunriver, wrapping around Sisters and Bend. Now we are expanding that work across the entire 1.6 million acre Deschutes National Forest.



Key Responsibilities

- Managing all meeting logistics: venues, zoom invitation, calendar invitations, contact lists, food/beverages, meeting copies, etc.
- Developing and organizing the Google Workspace to support and update an orderly shared filing system.
- Taking meeting notes, editing, and finalizing notes and filing in the Google Workspace.
- Tracking all relevant program information: meeting dates and topics, attendance, volunteer match hours and mileage, changing contact information, etc.
- Communicating with partners, members, staff, and other participants as needed to support information sharing and effective project roll-out.
- Coordinating contract development, signature completion, and filing.
- Undertaking basic online informational research as needed,
- Developing, editing, and updating documents as needed.
- Supporting the Program Manager, as needed.

Desired Qualifications

- Passion for the mission of the DCFP and ability to exemplify our mission and values
- Exceptional organizational and prioritization skills; detail and solution oriented.
- Excellent verbal and written communication skills
- Self-motivated and innovative

Submitting Qualifications

Please submit a cover letter, resume to: staff@cofsf.org. Please type "APPLICATION FOR ADMINISTRATIVE ASSISTANT" in all capitals in the subject line.

Applications will be reviewed as they are submitted.

The position includes health benefits and 10 days of paid PTO.

For questions or clarifications, please email staff@cofsf.org .