

## Cortes Job Opportunity – Community Forest Operating Plan (CFOP) Review Coordinator

**Organization:** Cortes Forestry General Partnership

**Job Term:** mid-July, 2018 through November 30, 2018

**Wage:** \$25/hr. for 80 - 100 hrs

### **Background and Purpose**

In September 2013 the BC Ministry of Forests Lands and Natural Resource Operations issued a Community Forest Agreement (CFA) for approximately 3,869 hectares of Crown land on Cortes Island to the Cortes Forestry General Partnership (CFGP).

As one of the first steps in the process of becoming operational, the CFGP developed a community-based planning document to help identify the community's management values and priorities on the CFA land base. Called the Community Forest Operating Plan (CFOP), this document is an integral component of the terms of reference for our Operations Manager and other staff.

The CFOP was published in August 2014 and contained a commitment to conduct a review at the end of each five year cut control period.”

The process for reviewing the CFOP is slated to begin in early July and is expected to last up to 12 weeks. More specifically, the plan is to publicize our review process widely to the community, solicit written submissions from the public, engage with the partners of the CFGP, send out a questionnaire and host a general community meeting to gather additional perspectives and refine the values expressed in the original CFOP. This process is intended to provide a rich and constructive forum for the entire Cortes Community to express its values and ideas regarding the CFA.

The CFGP wishes to hire a person as the CFOP Review Coordinator for the above mentioned time period. The successful applicant, working with the board of the CFGP, will be generally responsible for capturing community input and translating it into the updated draft CFOP document for CFGP Board approval.

## **Responsibilities and Activities**

**The successful candidate will be responsible for the following activities:**

- Document preparation
- Publicizing CFOP review process
- Note-taking and compilation from community meetings
- Reporting and correspondence with CFGP board
- Questionnaire design, mail out and collection of results
- Qualitative analysis of the data collected
- Successive edits of the CFOP document
- Preparation of the revised CFOP document

## **Desired Applicants skills and abilities**

- Demonstrated communication and stakeholder engagement skill
- An ability to hear multiple and often conflicting viewpoints, and summarize these clearly and in a neutral format that is usable by the CFGP board and staff.
- An ability to manage time and resources, and respond to change in order to ensure that activities are completed within specific time frames, and to a high level of quality
- Basic computer skills including Microsoft Word, Excel, and PowerPoint.
- Strong written and oral communication skills

## **Application Format**

Please submit your application in portable document format (pdf) form comprising one (1) page each for a resume describing relevant work experience, and cover letter describing your interest in this project and how your skills will help the CFGP achieve a successful revision of the Community Forest Operating Plan.

## **Contact**

Please submit applications via email to [corry.dow@gmail.com](mailto:corry.dow@gmail.com) , no later than July 8, 2018.

We thank you for your interest.