



CLEARWATER RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL, INC.

PO BOX 9576 • MOSCOW, ID 83843 • CLEARWATERRC.D.ORG • (208) 883-4471

Request for Qualifications Recreation Programs Assistant

Location: Kamiah, Idaho

Deadline: 9:00 a.m. PST November 13, 2018

OVERVIEW

The Clearwater Resource Conservation and Development (RC&D) Council, Inc. is a 501(c)3 nonprofit organization established and run by volunteer elected and civic leaders who plan and carry out projects for resource conservation and community development in Clearwater, Idaho, Latah, Lewis, and Nez Perce counties. Information about the Clearwater RC&D Council is available at clearwaterrcd.org.

The RC&D works cooperatively with the Nez Perce-Clearwater National Forests' Recreation, Wilderness, Trails, and Rivers programs to engage federal, state, county, and non-profit partners in projects that enhance the delivery of interpretive and educational information and materials to visitors, interested publics, and partners.

The RC&D is seeking a highly motivated and talented individual to help implement projects that support improved recreation experiences through programs and projects such as the 50th Anniversary of the National Trails Act; develop and implement interpretive media for historic routes and trails using technological formats; continued development of the GEM Trail; and public outreach for various National Historic Trails. This person will be working with and meeting regularly with the Forest Service and other partners to develop educational, training, and outreach materials intended to diversify visitors, promote high-quality and diverse recreational opportunities while preserving the experience for all, connect visitors to the intriguing history of the area, connect rural communities and visitors to boost local economies, and repair and maintain historic trails and places.

POSITION OVERSIGHT AND WORK LOCATION

The Recreation Programs Assistant will be employed by the RC&D; however, daily supervision will be provided by the Forest Service's Recreation, Wilderness, Trails, and Rivers Manager. Additionally, representatives from funding providers and the RC&D will convene an Oversight Committee to review accomplishments and provide strategic direction with special emphasis targeted to regional management of National Historic Trails.

Office space as well as furnishings, computer, basic supplies, and a vehicle for required work-related travel will be provided by the Nez Perce-Clearwater National Forests at the Forest Supervisor's Office in Kamiah, Idaho.

COMPENSATION AND WORK SCHEDULE

The pay rate for this position is \$13 – \$15.75 per hour, depending on experience and qualifications. No additional benefits are provided.

This is a temporary, full-time 40 hours per week position that is funded on soft money for 12 months. This position may be terminated early if there is a loss of funding. Likewise, there is the possibility of continued employment depending on employee performance, funding, and program needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and implement activities in support of the Nez Perce-Clearwater National Forests' historic routes electronic tour project including, but not limited to:
 - Assist in the completion of a full outreach and interpretive plan for the historic route electronic tour project (currently in draft form).
 - Place Forest Service provided interpretive displays at outdoor and community based locations.
 - Work with media specialists, and provide direction on the production of high quality outreach and digital media including kiosks, podcasts, drone footage, documentaries, etc.
 - Work cooperatively with various partners to assist in the design of materials, planning activities, and implementation of programs and interpretative strategies that integrate the GEM Trail or other partner-based projects that are appropriate and add value.
- Work cooperatively with the Forest Service and other partners to design and implement programs and products that promote the 50th Anniversary of the National Trails Act, specifically targeting management of regional National Historic Trails.
- Work cooperatively with partners to structure out-year strategies that support outreach and continued funding.
- Seek additional funding opportunities for out-year strategies and related projects. This may include development and maintenance of a calendar with deadlines for soliciting donations, writing proposals, and/or other activities that lead to expansion of recreation opportunities for visitors and the public.
- Work with cooperators to plan and implement community activities or events in support of the National Historic Trails or similar projects.
- Collaborate with the University of Idaho client-based journalism classes to produce project support documents and products.
- Track and document records of In-Kind and Non-Cash contributions in support of project-level funding agreements, grants, etc.
- Develop project performance reports for submission to the RC&D Executive Director, partners, and oversight committees, as appropriate.
- Perform other duties as apparent, needed, or assigned.

QUALIFICATIONS

Minimum Required Qualifications

- Education or experience in natural resources and/or social sciences related to natural resource management.
- Strong verbal and written communication skills.
- Experience with design of outreach and marketing materials specific to project needs.
- Must have valid driver's license and pass defensive driving course.
- Positive attitude and desire to join a friendly, collaborative working environment.
- Motivation to take on work outside of the immediate job description in order to support the RC&D's mission to promote natural resource conservation and community development throughout North-Central Idaho.

Preferred Qualifications

- Experience in managing projects and collaborating effectively with partners.
- Experience writing and administering grants.
- Familiarity with cultural, historic, and recreational issues in North-Central Idaho preferred.

REQUEST FOR QUALIFICATIONS

Please email a cover letter, resume, and at least 3 references to hr@clearwaterrcd.org by **9:00 a.m. PST on November 13, 2018**. One example of writing or outreach materials where the applicant was the primary author is also encouraged, but not required.

Review of qualification materials is scheduled to take place soon after the closing date. Applicants will be notified of their status within 3 weeks of the closing date. If you have questions regarding this Request for Qualifications, please contact the Clearwater RC&D Executive Director, Barbie Miller, at (208) 883-4471 or barbie@clearwaterrcd.org.

TERMS

This solicitation does not commit the Clearwater RC&D Council, Inc. to pay any costs incurred by the applicant in the preparation or presentation of RFQ materials, including any interview time and expense. All responses to this RFQ become the property of the RC&D. The content of all submitted materials will be kept confidential until the selection of the successful applicants is publicly announced.