

**To:** Professional facilitators or Idaho natural resource professionals with facilitation experience in SW Idaho  
**From:** IFRP Board

January 29, 2024

**RE: Coordinator with facilitation experience needed for Idaho Forest Restoration Partnership meetings**

The Idaho Forest Restoration Partnership (IFRP) is looking for a coordinator with facilitation experience to assist a diverse group of stakeholders seeking to help strengthen collaborative forest restoration efforts in Idaho by making sure local collaboratives have the resources and information they need to succeed. Preferably, this person would be based out of Boise (but it is not required), has experience working in forest restoration, collaborative groups, or other relevant natural resource fields, and is familiar with federal land management policy in Idaho.

The coordinator can concurrently be a facilitator for one of our member organizations, including current coordinators for any of those organizations.

The Idaho Forest Restoration Partnership, Inc. connects, informs, and supports collaborative groups working to restore the resilience of Idaho forests. The Partnership is a coalition of organizations and individuals, formed as a nonprofit organization in the State of Idaho.

See IFRP mission statement and objectives below.

The IFRP usually meets the second Tuesday of every month from 3 - 4:30 pm Mountain Time. The number of participants at our meetings ranged from 10-25 people. Typically, meetings have been conducted over zoom to account for board members and other participants that are located throughout the State. The IFRP has an existing contract with Dennis Murphy from Spatial Dynamics to manage the IFRP website, which can be found here:

<https://idahoforestpartners.org/>

Coordinator responsibilities would include conducting the following services:

- Ensure that the IFRP follows the business protocols in the execution of the IFRP mission. As needed, recommend improvements to existing protocols or adopting new ones to improve effectiveness of the collaborative group.
- Work with the Board to develop the agenda for upcoming meetings (up to 2 hours; can be done via e-mail or conference call). The Board will have separate meetings as needed.

- Set up a zoom link for each meeting
- Provide our webmaster with the agenda, zoom session details (link, login ID and password) no later than the Friday prior to the monthly meeting.
- Facilitate monthly meetings, which usually run up to 2 hours. Tasks include running the meeting, hosting introductions, directing participants to the online sign-in sheet at meetings, and keeping the group on task and on time. If able to do it in person, that would be beneficial to the group.
- Take notes during meetings
- Distribute meeting notes, attendance and assigned tasks within a week following each meeting
- Utilize the IFRP Peer to Peer Learning Network when needed to continue discussion of issues between monthly meetings.
- Assist the IFRP with planning the annual conference by leading separate planning meetings, creating a planning timeline, and keeping the group on track, working with partners to host conference (Montana Forest Collaboration Network, venues, event planners, etc.)

Length of contract: We are seeking a 1-year commitment with the ability to extend this into 2025 provided we can obtain additional funding.

If you are interested in applying for this position, please send us a resume and cover letter with your estimated charges for facilitation services per month as soon as possible. The position will be open until it is filled. Ideally, this person would start in April.

Sincerely,

Michael Gibson, Chair, Board Member  
 John Robison, Vice Chair, Board Member  
 Matthew Ward, Secretary, Board Member  
 Tera King, Board Member  
 John Roberts, Board Member

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## About the Idaho Forest Restoration Partnership

The partnership was formed to help strengthen collaborative forest restoration efforts across Idaho. The partners have agreed to support four principles in a common vision for our forests:

- In Idaho's forests, strategic forest restoration is essential to address the current challenges posed by uncharacteristic wildfire, insects, disease, and climate change.
- Active management is needed in some areas of public forests to restore their resiliency.
- A healthy forest industry is an important and necessary part of a restoration strategy to offset restoration costs and to provide jobs and economic stability in rural communities throughout Idaho.
- Collaborative groups can provide useful advice and recommendations on forest restoration projects, through cooperation between citizens, including interest groups, elected officials, and public land managers.

### Mission

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