

Collaborative Process Facilitator for Natural Resources Issues

Position Description (Part-Time based on contract projects, remote with in-person travel)

Job Title: Collaborative Process Facilitator (Senior Associate level)

Designation: This is a part-time position based on contracted projects. Hours will vary.

Office Location: Remote, ideally based in Washington, Oregon, or California. Will require travel to lead in-person meetings.

Start Date: January 2025, or when filled

Salary: \$50-60 per hour dependent on experience

Benefits: True Wind Collaborative offers a medical, vision, and dental package for staff who meet full-time status (32+ hours per week). Since this is a part-time position, medical, vision, and dental are not currently included. Other benefits for all staff include paid sick/safe time, professional development opportunities, flexible hours, and ability to work from home.

Position Level: Highly Experienced (10+ years of direct experience)

We are looking for a Collaborative Process Facilitator to join our team based in the Pacific Northwest, though your home-base office could be flexible. This person will design and lead multi-party facilitation projects for government clients, specifically for natural resources issues. Project focus may include marine/watershed issues, land use planning, conservation, forest management, and outdoor recreation.

To apply for this position, please email a letter of interest and resume to info@truwindcollab.com

About True Wind Collaborative

True Wind Collaborative (True Wind) is a woman-owned environmental consulting firm, specializing in collaborative process planning for natural resources issues on the U.S. West Coast. We offer strategic planning, facilitation and engagement, and communications for clients including local, state, federal, private, and nonprofit organizations.

Facilitator's Core Responsibilities

- **Lead meeting facilitation.** Lead multi-party facilitation, including virtual, hybrid, and in-person meetings, workshops, and events. Serve as primary point of contact for project clients, design meetings and collaborative processes, approve meeting agendas and materials, lead day-of facilitation. Parties may include agencies, NGOs, community members, and Tribes.
- **Project management.** Forecast, track, and communicate upcoming tasks, deadlines and any anticipated issues. Maintain a clear understanding of priority tasks and timeframes for deliverables across multiple

projects. Provide quality assurance/quality control review on all deliverables. Communicate project progress to clients and True Wind Principal.

- **Team management.** Provide project oversight and mentorship to project support staff members.
- **Write and communicate.** Understand, synthesize, and communicate often technical information in writing, verbally, and visually. Lead development of content for graphic products and materials such as fact sheets, newsletters, slide decks, etc. Lead written project reports, strategic plans, engagement plans, and communication plans.
- **Support business development and marketing.** Proactively maintain relationships with clients, teaming partners, and vendors. Write or review portions of new project proposals, as requested.

Desired Qualifications

While we have desired qualifications in mind, we recognize that different lived experiences and education can translate to relevant skills. If you are interested in this position, we are interested in hearing from you!

Desired qualifications for this role include:

- More than 10 years of experience with:
 - Designing and leading processes involving complex policy and planning issues for natural resources topics.
 - “Front of the room” facilitation, leading meetings with multiple parties of diverse interests and affiliations (agencies, Tribes, organizations, community members, etc.)
- Excellent writing, public speaking, presentation, and teamwork skills.
- Experience in a project manager and team leader role, ideally in a consulting environment.
- Experience leading development of written communications about natural resources topics.
- Experience working in settings and with people of diverse cultural identities.
- Ability to thoughtfully navigate client and interested party relationships; proactively resolve project issues.
- Bachelor’s degree in environmental studies, natural resources management, conflict resolution, collaborative governance, public policy or related field, or an equivalent combination of education and facilitation experience.
- Certification or familiarity with planning processes related to community engagement, conflict management, facilitation, or related skills.
- Fluency with Microsoft Office 365 suite and online meeting platforms (Zoom, Microsoft Teams, etc.).

Location and Remote Work

The position is intended to work on projects throughout the Pacific Northwest region (Washington, Oregon, northern California) but may have opportunity to support work in other parts of the country. **If you have experience or desire to work in a particular region, please indicate that interest in your cover letter.** True Wind Collaborative’s staff use a fully remote, work-from-home model. However, this position will also occasionally require local and out-of-state travel for project meetings.