



**Cold Hollow to Canada
Administrative Coordinator**

Applicants for this position should contact info@coldhollowtocanada.org with resume (required) and cover letter (optional) or call Charlie Hancock at 802.326.2093

POSITION: Cold Hollow to Canada is seeking an Administrative Coordinator to assist the organization's all-volunteer board of directors in activities within our project region. We need a self-directed individual who welcomes a challenge, connects well with people and has the necessary program management skills and background to be successful. The position Coordinator will act as an independent contractor, reporting directly to the chair of the CHC Board of Directors. The position is part time, working 20 hours a week. Funding for this position is in part from the High Meadows Foundation, the Vermont Chapter of the Nature Conservancy, the Vermont Land Trust, and independent donors.

BACKGROUND

Cold Hollow to Canada (CHC) is a partnership of community members working together toward the common goal of land stewardship and wildlife habitat conservation through education and outreach, coordination between local conservation commissions, public entities, and non-profit organizations that share our vision of healthy forests and wildlife for future generations.

The CHC project area includes seven towns from the southern portion of the Cold Hollow Mountains to the Canadian border. These towns include Bakersfield, Belvidere, Enosburgh, Fletcher, Montgomery, Richford, and Waterville. Our vision is a healthy and intact forested landscape that supports a strong and sustainable local economy through stewardship of our working forests and strengthening of our forest products sector, with permanent protection of core wildlife habitat, maintaining connectivity across the entire Northern Forest.

Presently the organization is engaged in a number of ongoing programs, including the Woodlots Program for 3 groups of landowners, two citizen science projects, and active conservation in coordination with the Vermont Land Trust. Additional information about the organization can be found at www.coldhollowtocanada.org.

ESSENTIAL FUNCTIONS

Specific job priorities to be defined in contract negotiations, with focal areas being:

- o Coordinating the [Woodlots Program](#) for landowners which currently covers the towns of Enosburgh, Montgomery & Richford. Includes communicating with landowners, scheduling

quarterly gatherings for all three groups, documentation of the evolving Woodlots model as required by grantor, and grant management related to the program.

- o Coordinating the administration of [Keeping Track and Wildpaths citizen science projects](#); communication with individual teams/participants/volunteers. Recruitment & retention of volunteers. Develop model for internship opportunities and identify grant funding opportunities.
- o Grant administration, tracking, reporting and accounting for federal, state, and foundation grants. Identifying other grant opportunities and writing applications for funding.
- o Coordinate annual fundraising campaigns including Vermont Gives, Giving Tuesday, and CHC's end of year appeal, manage donor database
- o Assisting with public outreach:
 - o Direct contact with communities and/or specific stakeholder groups in the region
 - o Maintenance of the CHC website and presence on social media
 - o Drafting/delivering press releases to local media outlets
 - o Editing and producing quarterly electronic newsletter
- o Required attendance at monthly CHC board meetings

QUALIFICATIONS

- o Ability to complete tasks independently with respect to timeline(s); Managing time and diverse activities under deadlines while delivering quality results.
- o Experience with grant writing, management, reporting, and related accounting.
- o Knowledge of current trends & practices in conservation & natural resource preservation
- o Experience communicating with the public and/or media both in writing & verbally
- o A commitment to the vision & goals of the organization
- o Formal education in a Natural Resource related field
- o A minimum two years' experience working in a similar capacity for a conservation-related organization (desired, not required)
- o Experience in website content management, social media for nonprofits, and use of Microsoft Office and Google Suite (desired, not required)