



Katahdin Collaborative Community Coordinator Job Description

Purpose

The [Katahdin Collaborative](#) seeks a Coordinator to be an on the ground person to build and strengthen the communication, networking, and collaboration among existing and potential network of Ambassadors and Collaborators. Guided by the Katahdin Collaborative's mission of "creating a positive environment to facilitate communication, leverage resources and foster collaboration among regional community members, volunteer groups, businesses, non-profit agencies, institutions, and municipalities, working towards the revitalization of the Katahdin Region," the work of the coordinator will help build the infrastructure to support actions and outcomes from the [Katahdin Gazetteer](#)

Background

The Katahdin Collaborative started in 2015 as an informal roundtable of interested Katahdin area community and economic development groups including local governments. The intent is not to duplicate or replace the unique work of any individual group but to encourage collaboration, engagement and to creatively leverage resources. Participation is open to all groups and individuals living and working in the Katahdin region to increase communication and collaboration towards the revitalization of the region.

The Katahdin Collaborative hosts quarterly open meetings for organizations, businesses and individuals in the region to share in the work being done, discuss opportunities, successes, learnings, gaps, upcoming events, challenges and ask for help. The quarterly meetings are a positive space to share ideas and information and provide a platform for collaboration and support.

In 2017, the Katahdin Collaborative launched a year-long visioning process to create a community-led vision and action plan to help guide us in moving forward. The process was called the Katahdin Gazetteer: A roadmap to the future.

The [Katahdin Gazetteer: A Roadmap to the Future](#) was released in April 2019 and serves as the guidepost for coordinating and implementing future work.

Outcomes and Vision

The Coordinator will work on behalf of the Collaborative to support the people and organizations who are implementing the Katahdin Gazetteer six big ideas¹ through the following:

- 1) Ensure increased communication between groups, organizations, businesses and people in the region to facilitate and strengthen collaboration and understanding;
- 2) Support Ambassadors and Collaborators through coordination, organization and administration of Collaborative and workgroup meetings;
- 3) Manage the implementation of mapping connections and tracking work to include: network connections within and to the region, actions-in-the-works, successes, outcomes, learnings, needs, and opportunities.

The tasks envisioned to accomplish the above outcomes and vision will include, but not be limited to:

- Develop plan and implement community engagement approaches to ensure opportunities for input and participation and to link people to activities and interests.
- Identify communication and outreach tools (e.g., newspaper articles, social media, emails, etc.) and develop implementation plan for communication and outreach strategies (including a communication calendar) to ensure people throughout the region are consistently and reliably informed.
- Document and share information about the work, the learnings, and the next steps at a level that helps build understanding of the work occurring throughout the region.
- Provide administrative support for the Collaborative quarterly meetings, Steering Committee, and work groups. Including meeting notifications, agenda setting and distribution, note taking, meeting logistics (space, food, zoom links), tracking action items, and communicating decision, planned actions, and anticipated next steps.

Desired Qualifications

The successful candidate will be **well-organized**, juggling both big picture and small details, excel as a **communicator**, be **adaptive** and **results oriented**. The Collaborative needs an individual that will work with and learn from the diverse communities, perspectives, and cultures that exist within the region. The candidate will be required to have both individual competence and the ability to support and acknowledge the work of others. A willingness to model the Collaborative principles of:

- Operate from a place of abundance rather than scarcity with an eye towards collaboration
- Assume positive intent

¹ Foster vibrant villages that enhance the region; Make the Katahdin Region the premier four-season outdoor destination in New England; Be a place that supports & attracts people of all ages; Cultivate local jobs and a new regional economy; Grow the next wave of forest product manufacturing; Future-proof the region.

- Compulsively connect “like” work in the region to help reduce unhelpful redundancies;
- Be curious about one another’s focus and work;
- Look for opportunities to work with others rather than working alone; and
- Listen for understanding

The ideal candidate is a focused, strategic, and creative professional with a solid foundation in project management, and significant experience and understanding of community-building. He/she/they have a combination of strong leadership and interpersonal skills as well as computer/software and practical administrative skills. He/she/they must have a willingness to learn Kumu network mapping to assist in collecting and documenting engagement, actions, resources and outcomes. Demonstrated success in planning, priority-setting, and strong written, verbal, and social networking communications is essential.

It is desirable for this individual to show a commitment and passion for the Katahdin region’s [vision](#) and familiarity with the region.

Required Experience

- At least 3-5 years of experience in community development or network building
- Strong computer, software and digital skills including social networking
- Meeting planning and facilitation skills
- Experience in collecting, managing, and utilizing data to support strategies, goals, and communication

Position Details

- This position is an independent contractor and it is anticipated that funding will be secured to support a minimum of up to three years.
- The person holding this contract must be able to work independently in a non-traditional work setting without daily supervision. The Coordinator must be located in the Katahdin region, with the ability to travel and participate in meetings with Ambassadors, Collaborators and others throughout the region and at other locations.
- The Coordinator's contract will be managed by a committee of three representatives of the Katahdin Collaborative Steering Committee.
- The Coordinator will have access to expertise and practical support through the Steering Committee and other organizations in the network
- The Coordinator will work on behalf of the Katahdin Collaborative within the bounds of a scope of work, co-developed with and supported by the Steering Committee.

Contract

This is a contracted position. Compensation will be competitive and commensurate with experience. 2000 hours, hourly rate in the range of (up to) \$40 per hour. This is a one-year contract with the option to renew for up to three years.

The final candidate will work with representatives from the Steering Committee to finalize work products, expectations and phased in work plans to guide the work of this position.

To Apply

Please send a cover letter and detailed resume to **INFO@KATAHDINCOLLABORATIVE.ORG** by **APRIL 13, 2020** with “Katahdin Collaborative Coordinator” in the subject line. We are looking for a thoughtful, detailed, personalized cover letter that displays your qualifications, enthusiasm, and communication style. No phone calls, please.

Katahdin Collaborative’s commitment to diversity and inclusion reflects our vision of a just, sustainable Katahdin Region of Maine. We do our best work when we embrace differences and thrive when we explore them. We’re interested in hearing from people who can work with diverse colleagues of varied experiences. We are committed to equal opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or veteran status.

Anticipated Hiring Timeline

March 13th - posting of Job Announcement

April 13 – deadline for application submission

April 13 – 17 review of resume and materials

week of April 27 – first round selection for interviews

week of May 4 – second round selection for interviews

June 1 - First week on the job!