

Oregon State University's Division of Extension and Engagement's Forestry and Natural Resources Extension Program is seeking a coordinator for the Master Woodland Manager and Women Owning Woodlands Network programs. This is a full-time (1.0 FTE), 12-month, professional faculty position.

This position with the Oregon State University Extension Service, Forestry & Natural Resources Extension Program is responsible for coordination of two statewide programs, Master Woodland Manager (MWM) and Women Owning Woodlands Network (WOWNet).

The MWM and WOWNet educational training programs aim to support woodland owners in making sound decisions about the management of forest resources.

- The MWM program provides an in-depth learning experience for owners of small woodland acreages through modules on a variety of topics relevant to forest management. Upon completion of the MWM training, individuals join a network of volunteers expected to share their new knowledge with others.
- WOWNet is a peer-learning network intended for women interested in learning and sharing knowledge on woodland management, in recognition of the growing number of women becoming primary managers/owners of farms and forests who often lack the social capital, knowledge, and access to resources that allow them to be successful. Through peer-learning, many sources of knowledge and forest management are blended to ultimately empower individuals and strengthen the family forestland owner community.

Both programs are delivered in a manner consistent with best practices in the field of non-formal, non-credit adult education and respectful of local norms and culture.

The MWM/WOWNet Coordinator is tasked with all day-to-day coordination of these two externally funded outreach programs, including the planning and scheduling of all learning events; facilitation and occasional teaching of events; marketing and recruiting of clientele to events through social media, web sites, newsletters and other correspondence; recordkeeping through maintenance of participant databases, volunteer service tracking, and quarterly reporting of activities and accomplishments; and growing the programs by envisioning and hosting new educational offerings. The individual in this position must have excellent interpersonal and communication skills and the ability to build and maintain positive relationships with colleagues, community partners, and woodland owners.

This Coordinator position is part of the Forestry & Natural Resources Extension Program (FNR) and reports directly to the FNR Program Leader. FNR faculty teach, develop teaching materials, create scholarship and deliver programs that collectively reach thousands of adult learners annually through locally based programming in every county in Oregon (<https://www.forestry.oregonstate.edu/forestry-and-natural-resources>).

The Master Woodland Manager (MWM)/Women Owning Woodlands Network (WOWNet) Coordinator embeds the commitment of the university to a collaborative and inclusive community in all interactions and duties performed. This individual ensures that educational programs and outreach activities serve diverse populations, including urban, rural, and those that have been historically marginalized/excluded from participation. Our program objective is to create opportunities for diversity, equity, and inclusion,

and these activities will be included in the annual plan of work, impact statements, and summary of accomplishments/achievements.

60% – Program Delivery & Management

Master Woodland Manager (MWM) -The suite of MWM courses is offered in different counties in Oregon on a rotating basis.

- Coordinate one or more suite of MWM courses each year by working with county-based Extension foresters throughout the state.
- Work with Extension foresters to keep the MWM core curriculum relevant to the needs of the participants and the different regions of the state.
- Coordinate the scheduling of instructors (topic area specialists) for each course/module within the MWM course.
- Provide technical and educational resources and maintain online learning materials in the Canvas platform.
- Create and/or promote continuing education opportunities for past participants/volunteers.
- Provide oversight and leadership to volunteers in partnership with FNR faculty.

Women Owning Woodlands Network (WOWNet) –Learning and networking opportunities should be provided throughout the year.

- Coordinate learning events.
- Deliver stand-alone WOWNet workshops and classes at Tree Schools.
- Write articles for the national WOWNet organization.
- Create networking opportunities.
- Provide general assistance to the WOWNet community.

For both programs:

- Maintain MWM and WOWNet databases of participants/volunteers.
- Produce educational materials such as, but not limited to, regular newsletters.
- Maintain MWM and WOWNet webpages on the Extension website and engage in social media activities as appropriate.

30% – Organizational Accountability

- Develop an annual plan of work addressing any emergent needs, routinely evaluate the quality and impact of these programs, and report outputs, outcomes, and impact to the appropriate Oregon State University reporting system as well as to sponsors.
- Align program level outputs with the overall OSU Extension and University brand in all opportunities.
- Use technology as a tool to increase the impact of program delivery.

- Use multiple methods of electronic communication (i.e., websites, publications, social media, video conferencing, and other online methods) to collaborate internally and externally as appropriate.
- Promote contributions to help support future programming.
- Manage budgets, prepare quarterly progress and annual reports, and prepare project proposals.

10% – Service and Other

- Contribute to a welcoming and respectful workplace culture.
- Build and maintain relationships with landowner participants, volunteers, Extension and College faculty, and community partners.
- Participate fully as a member of the FNR Extension Team and attend meetings, take on assignments, and otherwise contribute to the functioning of the Program.
- Participate at the state and national level in promoting the FNR Extension MWM & WOWNet programs and in sharing program success.
- Serve on local, University, College, Program or Extension committees as appropriate.
- Participate as appropriate in professional activities and serve on professional associations, organizations, councils, and committees.
- Develop and maintain a personal professional development plan designed to build core competencies in all aspects of the Extension position, and to enhance justice, equity, diversity and inclusion in programming. Participate in professional development activities annually.

The Division of Extension and Engagement (division) is core to Oregon State University's mission. The division helps create real solutions and positive impact across Oregon and beyond. The division is aligned under the leadership of the Vice Provost for Extension and Engagement. To learn more about our division and its core units and initiatives, please visit: <https://engagement.oregonstate.edu/>.

Oregon State University strives to ensure that all educational programs, services, activities, and materials we offer to the public are identified, developed, delivered, and evaluated in an accessible, inclusive, equitable, and socially just manner. OSU division's educational programs, services, activities, and materials are available to all people. OSU division prohibits discrimination in all its programs, services, activities, and materials. All employees are responsible for and expected to comply with Civil Rights obligations and actively work to expand access to all eligible populations.

Minimum qualifications

- Bachelor's degree in any field AND three years of Natural Resources experience **OR** Bachelor's degree in one of the following disciplines: a natural resources field, education, and/or communications AND one year of Natural Resources experience. Degree must be completed by the position start date.
- Experience in program coordination, management, and delivery.
- Demonstrated ability to work with audiences with diverse backgrounds and identities, promoting inclusive and accessible opportunity.
- Ability to work independently and make decisions with minimal supervision.

- Experience working in teams with other professionals and volunteers.
- This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per University Standard: 05-010 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months.
- This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver's license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030.

Preferred Qualifications:

- Demonstrated oral communications, including multi-media presentations for non-technical audiences.
- Demonstrated experience in written communications, especially for non-technical audiences.
- Experience with financial management and record keeping.
- Experience coordinating and/or facilitating events.
- Experience coordinating volunteers.
- Experience working with a variety of natural resource partners, such as representatives of state and federal agency and non-governmental organizations (NGOs).
- Ability to use multiple forms of electronic communication, including websites, collaborative work platforms, and social media.
- Ability to accommodate multiple perspectives and learning needs.

Full consideration deadline: August 1, 2025

Final closing date: August 10, 2025

To view full job description and apply, see: <https://jobs.oregonstate.edu/postings/170655>