



NORTHWOOD AREA LAND MANAGEMENT COLLABORATIVE

“Working Together Across Our Stone Walls”

REQUEST FOR PROPOSALS OUTREACH ASSISTANT FOR THE NORTHWOOD AREA LAND MANAGEMENT COLLABORATIVE

December 2, 2009

INTRODUCTION

The Northwood Area Land Management Collaborative (NALMC) is a group of private and public neighbors in Northwood, NH and surrounding towns that formed in 2006. NALMC neighbors strive to work together across property boundaries to maintain and enhance the ecological, social, recreational, and economic resources of the local landscape (i.e., in this case the consortium of lands that comprise NALMC) for today’s and future generations. We strive to do this through cross boundary communication of land ownership goals and objectives, heightening landowner knowledge of natural resources and land stewardship, and developing on-the-ground projects that will reap benefits across the NALMC neighborhood.

We have had successful events in 2009 that included; Northwood Meadows State Park Discovery Day and the completion of a thorough Ecological Assessment of the NALMC neighborhood. The challenge for NALMC in 2010 is to implement the recommendations of the EA and to demonstrate the value of “working together across stone walls” through more workshops and meetings. For more information about NALMC’s activities, please check our website, www.nalmc.net.

Currently, the NALMC neighborhood encompasses over 3,000 acres of public and private lands. Some of the landowners that are participating include the NH Fish & Game Department, the NH Department of Resources & Economic Development, the town of Northwood, Coe-Brown Academy, UNH Woodlands & Natural Areas Program, and several additional private landowners including Harmony Hill Farm, Jeff and Laurie Lalish, Charles B. Johnson, Sr. Trust, Chris and Dotty Gallagher, Gregg Pittman and the Boy Scout Camp Wah-Tut-Ca.

DESIRED SERVICES

NALMC desires to enter into a contract with a qualified professional to assist NALMC with reaching out and communicating with NALMC area landowners to inform them of NALMC events and encourage their participation in NALMC.

NALMC

**P.O. Box 289
Northwood, NH
03261**

**603.435.5209
info@nalmc.net**

Officers

**Carl Wallman
*Chairman***

**Jim Oehler
*Vice-Chairman***

**Fred Borman
*Secretary***

NALMC is an informal group of private and public neighbors in the Northwood area that work together across property boundaries to maintain and enhance the ecological, social, recreational, and economic resources of the local landscape.

Specifically, the Landowner Outreach Assistant would:

- Assist NALMC with identifying and applying for grants.
- Maintain the NALMC email and mailing lists, including periodically updating landowner information from town tax maps.
- Send out communications on behalf of NALMC via email and/or US mail.
- Create NALMC news articles, press releases and event notices and send them out to target audiences; and create web-ready versions for uploading to the NALMC website.
- Assist NALMC to develop and facilitate strategic partnerships with other local groups, allied non-profit organizations, and governmental resources.
- Participate in, and/or facilitate NALMC meetings, workshops and other outreach activities related to NALMC projects.
- Similar duties as assigned.

SKILLS REQUIRED

- Outgoing personality who can effectively communicate with individuals from varied backgrounds.
- Experience with Microsoft Office (Word and Excel) and related software. Experience with graphics packages and publishing software is a plus.
- Experience with maintaining complex electronic mailing lists.
- Strong writing skills with an ability to convey complex ecological and resource management concepts in an understandable manner.
- Strong organizational skills.
- Commitment to land stewardship and conservation.
- Should live within 25 minutes of Northwood.

CONTRACT

Once an applicant is selected for this position, he/she will draw up a contract that is acceptable with the NALMC executive board.

DURATION & PAYMENT

The Landowner Outreach Assistant would be needed for 350± hours during the 2010 calendar year at a contracted rate of \$20/hour. The amount of time required will vary from week to week.

The selected contractor will be paid on a monthly basis after receipt of invoice. The contractor will submit invoices to NALMC at the following address:

Carl Wallman, Chairman
Northwood Area Land Management Collaborative
PO Box 289
Northwood, NH 03261

HOW TO APPLY

Applicants shall submit the following information to be considered for this contract:

- A. Cover letter expressing why you are interested in this position;
- B. Resume or curriculum vitae;
- C. Three references

Application materials should be emailed to Carl Wallman, NALMC Chairman, at info@nalmc.net. This position will remain open until filled.