

Request for Qualifications
Communications and Support Services Coordinator
For the project
Expand Institutional and Community Wood Biomass Thermal Energy in NH

The North Country Resource Conservation and Development Council is administering a 2-year project titled Expand Institutional and Community Wood Biomass Thermal Energy in NH, which has been funded by the US Forest Service through its State Wood Energy Team grant program. New Hampshire is one of six states chosen to pilot a statewide initiative of this nature.

North Country RC&D seeks qualifications from individuals or a firm which is interested in this position and possesses the desired qualifications.

Description of the Project: The purpose of this project is to provide information and technical services to institutional, community and commercial scale facility owners in NH with the goal of expanded utilization of properly scaled, up-to-date and efficient wood biomass thermal energy or combined heat and power technologies. The project anticipates at least forty-five (45) facility owners receiving services and at least five installations.

The Project has developed an extensive volunteer network of leaders in the wood biomass industry, non-profit organizations in forestry, energy and community development, governmental (state and federal) representatives and engineering professionals who have been empowered to determine, under the terms of the US Forest Service grant, the scope, scale and timeline of actions. Actions will focus on two principal areas, Outreach and Project Support, each of which is coordinated by a volunteer Action Team, and an Advisory Team composed of members of both Action Teams and others provides advisory oversight for the entire project.

Nature of the position: This position is a unique opportunity to provide critical outreach, public relations and project support for a nationally recognized effort. The position will work independently but under the direction of the Executive Director of North Country RC&D and under contract to the North Country RC&D Council to perform the following key tasks. North Country RC&D will consider the option of the successful candidate to sub-contract certain elements of the tasks not available through the candidate.

Key tasks of the Position:

1. Communications
 - a) Create and market a brand for the initiative
 - b) Create a short (10-15minute) introductory presentation (PowerPoint or similar)
 - c) Assemble and create new outreach materials, both print and digital
 - d) Develop content for and regularly update project website

- e) Manage project communications: write and send press releases, pitch feature stories to local and national media, use social media, etc.

2. Technical Support Services

With the support of the Action Teams:

- a) Assist the assembly of recruitment lists of potential technical service providers
- b) Assist the service provider selection process
- c) Assist the application review and selection process
- d) Schedule and monitor assistance to project participants at all levels (coaching, advocacy, feasibility studies)

Terms of Employment:

1. The position is an Independent Contractor, having all the customary responsibilities and liabilities of same.
2. Contracts will be based on deliverables and be on an annual basis.
3. Compensation will be negotiated as part of the candidate selection process.

Desired knowledge, skills and abilities of the candidate:

1. Experience in a similar capacity.
2. Competent in all applicable software applications.
3. Strong interpersonal and communication skills.
4. Ability to execute projects on time.
5. Ability to work independently.
6. A general knowledge of NH forest resource issues and the local political decision making process.
7. An awareness of the wood biomass industry and thermal energy applications.
8. Ability to recognize an opportunity to raise funds or revenues.

If interested in this position, contact:

Rick DeMark, Executive Director
North Country RC&D Council
2 Airport Road, Unit 1
Gilford, NH 03249

(603) 527-2093 (office)
(603) 520-5582 (cell)
rdemark.ncrcd@metrocast.net