

Washington Native Plant Society (WNPS)
6310 NE 74th St. Ste 215E, Seattle, WA 98115



REQUEST FOR PROPOSAL

CONTRACTOR TITLE: Master Native Plant Steward Program Coordinator

TERM: December 1, 2016 (or upon contract signature) – September 30, 2018

REPORTS TO: The WNPS Central Puget Sound (CPS) Chapter Stewardship Program Chair

LOCATION: Contractor's own office or personal work space (can be a home office)

CLASSIFICATION: Independent Contractor (**Please note:** This is not an employee position. Employer-provided insurance, benefits and tax collection are not offered.)

COMPENSATION: \$43,150 for the term

PROPOSAL DUE DATE: Email receipt by November 18, 2016 at 9 PM. Send proposals to info@wnps.org- Subject Line Stewardship Program Proposal.

PROPOSAL SUBMISSION CONTENTS: Please provide a proposal explaining your business qualifications and capacity to complete this work (not to exceed four pages) with a special focus on urban restoration, volunteer engagement, adult learning and communication and promotion. Please clearly state your readiness to work with the timeline included in this RFP. Cite official business credentials, as identified in 'Qualifications'. Please include two references that we can contact.

BACKGROUND: The Master Native Plant Steward Coordinator (the "Coordinator") will serve as lead coordinator for the WNPS Master Native Plant Stewardship Program (the "Program") for the above-stated term, in the Central Puget Sound chapter. Now in its 20th year, the Program has aimed to increase community stewardship of native plants and habitats and to restore natural areas throughout King and south Snohomish Counties. To accomplish this goal, the Program has trained over 500 community members to become Master Native Plant Stewards ("Master Stewards"). Today, the Master Stewards' job is to restore disturbed ecosystems and urban forests after receiving a 100-hour training provided by a corps of professional specialists who volunteer their time and expertise. Master Stewards commit to work in teams as they adopt and commit 100-hours of volunteer service at one site, engaging and training community members in native plant restoration (85 hours) and also volunteering with the WNPS Central Puget Sound chapter (15 hours). In addition, WNPS is committed to re-engage and retain existing stewards by providing geographically distributed learning opportunities for any prior Master Steward, support the establishment of study groups, enhance current Master Steward newsletter content and conduct initial scoping of an online communication hub.

Primary Responsibilities of the Coordinator:

1. Coordination of City of Shoreline Master Native Plant Steward training course
 - a. Plan and coordinate a 12-week, 100-hour stewardship training course for the 2017 Master Stewardship Program in the City of Shoreline (currently slated to begin on February 3, 2017 and run for 12 weeks)
 - b. Develop and implement a classroom curriculum and a field curriculum, scheduling speakers and venues for classroom and field training to implement specific learning objectives.

WNPS Master Native Plant Stewardship Coordinator
Contractor
10/31/2016

- c. Create and post relevant online resource materials to support the achievement of the learning objectives, the curriculum and the course.
- d. Attend all sessions to assist and facilitate sessions for guest speakers/instructors.
- e. Coordinate overall training with the intention of providing Steward mentorship and encouragement in long-term steward activities.
- f. Develop evaluation and testing materials, based on prior examples, to assess achievement of learning objectives.

Timeline: Upon Signing through January 2017

2. 2017 Master Steward Recruitment

- a. Recruit and train at least 25 community members as Master Stewards for the 2017 Cohort, targeting City of Shoreline resident participation.
- b. Prepare outreach notices, public service announcements and publicity, and distribute to achieve recruitment goals (notices have already been included in City of Shoreline newsletters and other local venues)
- c. Receive and review applications, interview and confirm course participants for 100-hour training course, and selection of those applicants most likely to meet 100-hour volunteer commitment in urban ecosystem restoration, education, and conservation, and to continue volunteering beyond that commitment
- d. Recruit experienced Native Plant Stewards or qualified WNPS members to serve as team mentors for 2017 Stewardship projects.

Timeline: Upon signing through January 2017

3. Field-Based Stewardship Support

- a. Coordinate Master Steward Volunteer Services in the City of Shoreline, including support activities and urban forest stewardship projects.
- b. Participate in selection of stewardship sites to further WNPS priorities and restoration site objectives identified by the City of Shoreline and King Conservation District.
- c. Establish and support Class of 2017 Master Steward site teams for their restoration work. Assist Steward teams in the development of site preparation and restoration plans using the City of Shoreline and King Conservation District forest assessment reports, providing written feedback to teams.
- d. Assist Steward teams in development and implementation of a Community Outreach plans that will engage nearby residents as volunteers in park stewardship efforts, providing written feedback to teams.
Supervise the completion of up to 8 acres of new and existing restoration projects.
- e. Participate in team planning meetings with City of Shoreline, KCD and WNPS as needed (no more than every other month on average).

Timeline: April 2017 – June 2018

4. Urban Forest Site Monitoring and Inventory:

- a. Supervise the 2017 Master Stewards to ensure that vegetation and site monitoring protocols are followed to create baseline data and an “as-built” site inventory of assigned restoration projects as completed at each of the City of Shoreline project sites.

Timeline: June 2017 – December 2017

5. Continuing Education:

WNPS Master Native Plant Stewardship Coordinator
Contractor
10/31/2016

- a. Coordinate all aspects of 4-5 continuing education classes (20 hours total training) for Master Stewards in and around the City of Shoreline on relevant topics, designed to address pressing concerns and questions of newly trained Stewards.
- b. Advertise continuing education opportunities to all Master Stewards, with a goal of attaining at least 15 attendees per session.

Timeline: June 2017 – June 2018

6. Master Steward Retention in CPS Chapter Area

- a. Coordinate all aspects of 7 continuing education classes (35 hours total training) for Master Stewards throughout the Central Puget Sound region to support veteran Master Stewards with information that supports their restoration, education or community engagement on native plants and native plant habitats.
- b. Develop one draft (for WNPS review) and final Study Group Guide on native plant and native plant habitat stewardship, promote its use to existing Master Stewards and recruit at least two groups in piloting the guide.
- c. Develop quarterly content (a minimum of six) for distribution to all Central Puget Sound Master Stewards, possibly including site stories, news from other stewards and enrichment articles. Recruit stewards to contribute content, with two provided by stewards and four original submissions by the consultant.
- d. Work with the CPS Stewardship Chair to develop a new Steward Recognition plan that expands current recognition beyond 100 Hour Achievement hats and the Online Honor Roll. Research existing models and submit recommendations in writing.
- e. Research and recommend technology platforms and uses of an online communication hub for Master Stewards. This online hub would be a virtual center for stewards to have conversations with one another, no matter their organizational connection, their location or the cohort in which they became a steward. Ideally, it would be a repository for helpful documents and links, a place to pose questions or requests for support and a place to share resources and opportunities.

Timeline: June 2017 – August 2018

7. Reporting and Evaluation:

- a. Maintain records, track volunteer hours and commitment fulfillment, of the Shoreline-based cohort of Master Native Plant Stewards and the participation in CPS-area steward support classes and activities.
- b. Assess 2017 Master Stewards individual status in meeting their steward commitment, and recommend strategies to address individuals who are not meeting their steward commitments.
- c. Submit bi-monthly reports regarding 2017 Master Stewards' progress and performance and effectiveness of Retention Strategy, for approval from WNPS.
- d. Prepare one draft steward performance and project evaluation report for review by WNPS and a final report for use by WNPS, the City of Shoreline and the King Conservation District prior to contract end date.

ESSENTIAL FUNCTIONS:

- Utilize effective organization skills to provide course management, leadership of adult learners, and volunteer coordination and support.
- Be responsive to the needs of WNPS leadership, partner organizations, municipal leadership, field expert speakers/instructors, course students, volunteers and members.

WNPS Master Native Plant Stewardship Coordinator

Contractor

10/31/2016

- Provide leadership in a classroom environment and in a field environment, providing organized instruction and learning opportunities in a variety of conditions.
- Utilize effective communication skills.
- Act in ways that further partnerships and collaborations with individuals from diverse educational, social and racial backgrounds.
- Prioritize tasks during high volume periods of service.
- Lift up to 25 lbs. frequently, and walk up to 3 miles per day on uneven terrain.

QUALIFICATIONS:

- Execution of WNPS's Independent Contractor Agreement and ability to meet requirements of said agreement, including (but not limited to) the schedule of deliverables and key tasks
- At least an undergraduate degree in Natural Resource Sciences or related area of study
- At least 3 years of experience in: project management (preferably in ecological restoration field), volunteer coordination and community engagement
- Experience in: managing adult learning programs, adult leadership development, team building.
- Has conducted program evaluation and experienced in writing and producing comprehensive reports
- Experience in developing outreach and publicity materials for workshops as well as preparing motivational educational outreach.
- Familiarity with community restoration and education projects
- Proficiency in Microsoft Word, Excel, Powerpoint and Outlook
- Ability to transport oneself throughout King County and South Snohomish County (A vehicle will not be provided by WNPS)
- Must be capable of legal classification as an independent contractor. Specifically, this mean the applicant must:
 - have his/her own established, independent business in a field relevant to the position;
 - be licensed to do business in Washington and maintain all business or similar permits or licenses required by applicable law;
 - file, at the next applicable filing period after the effective date of the Independent Contractor Agreement, a schedule of expenses with the Internal Revenue Service;
 - have an account with the Department of Revenue, and any other state agencies as required for the business he/she are conducting, for the payment of all Washington state taxes normally paid by employers and businesses;
 - have a unified business identifier number from the State of Washington; and,
 - begin or currently maintains a separate set of books or records that reflects all items of income and expenses incurred by his/her business, by the effective date of the Independent Contractor Agreement.

WNPS Master Native Plant Stewardship Coordinator
Contractor
10/31/2016