



SUSTAINABLE FORESTRY AND AFRICAN AMERICAN LAND RETENTION NETWORK

Position Announcement

Network Programs and Content Manager

Location: Remote with 30% travel

Employment Duration: Full Time Regular – Independent Contractor

Salary range: \$65,000 - \$85,000, depending on qualifications

Who is SFLR?

The Sustainable Forestry & African American Land Retention (SFLR) envisions a world where African American landowners are empowered to protect, control and enhance their land assets through forestry, agriculture, and conservation – all while building a generational legacy of life on the land.

The SFLR Network exists to create a sustainable system of support for African American land and forest owners that significantly increases the value of African American-owned forests through sustainable forestry practices, land retention services, technical assistance, and more.

We work collaboratively across our eight network sites to convene landowners and forestry leaders, to raise funds to support landowner services on the ground, to train emerging conservation leaders, to amplify African American land stories, and to advocate for equitable land policies.

The SFLR Network is rooted in 8 states: Arkansas, Alabama, Georgia, Mississippi, South Carolina, North Carolina, Virginia, Texas

How Your Role Amplifies Impact

SFLR is able to support numerous several foresters and landowners around the country because of the work done at the eight sites. You will co-create and design programming to support and engage the Network members. These programs include, but are not limited to, network learning experiences, landowner workshops, policy gatherings, and foresters



gatherings. This role is for you if you enjoy the responsibilities in educational, creative and facilitative roles focused on the content richness of network programs. You will also support our marketing and graphic design teams, and take the lead on creating network reports around forestry, policy, impact, and more.

What a Day Looks Like – Your roles and responsibilities

Program Management, Education, Coordination, and Logistics

- Manages day to day logistics and operations of multi-state network programs and communications for the SFLR Network
- Organize and coordinate network activities across all 8 member sites
- Develop and manage comprehensive event workplans and timelines to ensure seamless and timely execution of programs and events
- Work closely with Network Strategic Growth Lead to plan programs that are most effective for network members by addressing their needs
- Create program budgets and schedules
- Work on several programs concurrently aimed at growing and strengthening the SFLR Network
- Nurture collaboration and facilitate discussions among cross-functional teams, such as our existing Foresters Caucus and Policy Caucus, to drive progress on their efforts
- Schedule meetings and coordinate with other departments to ensure project components are aligned and progressing
- Facilitate effective communication with key partners to ensure all parties are informed, maintain project momentum, and address issues promptly

Communication and Content Creation

- Develop communication for internal and external partners to reveal our impact to external and internal partners
- Synthesize complex information into clear and compelling narratives
- Collaborate with marketing and design contractors to design layout and graphics for reports, presentations, and events
- Manage relationship with external vendors and contractors for specialized services (e.g. printing, videography, etc.)
- Compile and analyze relevant data from sites and programs to gather content for marketing materials and reports

Who would be a perfect fit for the SFLR Network? (Preferred Skills)

You do not have to fit all these requirements! If some of these align with you, we encourage you to apply. We value team members with strong experience and a determination to learn.

- At least a Bachelor's Degree
- 3+ years of experience in program executions and management, and stakeholder management
- Skilled writer, editor, and content creator
- Skilled meeting facilitator with experience crafting agendas, asking good questions, and holding enriching gatherings



- Proficient with Microsoft Office including Microsoft Word, PowerPoint & Excel and Google Suite
- Experience with forestry and conservation (Not required, but a plus)
- Must have the ability to handle conflicts and successfully manage multiple projects concurrently
- Strong organizational and time management skills
- Strong attention to detail and interpersonal skills
- Ability to apply an equity lens during internal and external engagements, ensuring that our solutions and strategies are centered on principles of equity and belonging
- Strong administrative skills and self-motivated with the ability to set priorities and manage several tasks
- Ability to work under pressure and respond to deadlines without sacrificing quality
- Analytical, organizational, and communication skills

Work Environment

The Network Programs and Content Manager will primarily be a work from home position based in the Southeastern United States, though we will consider great applicants from other regions. The position has the ability, and willingness, to travel up to 30% of the time. Additionally, evening and weekend work may be occasionally required.

The SFLR Network Team Values:

Life and work harmony

Balance isn't always possible, but harmony is worth the reach. On the SFLR Network team, we value the holistic wellbeing of our team members and collaborate to help life and work dance together in ways that are good for you and for our organization.

Finding the creative solution

When we reach roadblocks and barriers, we value stepping back, gaining perspective, and looking at challenges with new eyes. Where we don't see possibilities, we create them.

Faithfulness in the little things

There's no such thing as a small or unimportant task. The period at the end of a sentence. A thank you card for a job well done. Whatever the details are, they matter. We attend to them with care.

Steady growth towards greatness

Great work is created one step at a time. Through audacious goal setting, giving and receiving feedback, and being dedicated to growth as individuals and a team, we take daily steps towards the great impact we hope to have in the world.



Compensation

This is a one-year contract position funded by the US Endowment for Forestry and Communities. There is an expectation of becoming a full-time, permanent position of Network Programs & Content Manager for the SFLR Network once incorporated. The salary range for this position is \$65,000 - \$85,000. As an independent contractor, the individual will be responsible for all taxes and assessments related to these earnings and is not eligible for Endowment employee benefits (healthcare, PTO, retirement, etc.). The contractor must supply their own equipment. Travel expenses will be reimbursed.

How to Apply

Please compile the following and email them to Jordyn Robinson, jordyn@sflrnetwork.org:

- **Cover letter**
- **Resume**
- **Up to 3 Writing Samples** demonstrating your ability to fulfill this role
- **A link to a 3-minute video** sharing who you are and why you're interested in joining the SFLR Network Team. (Note that we will only review 3 minutes of your video, so if you send a longer video, we will watch no more than the first 3 minutes.)

If you have any questions about this role, email our Executive Director, Bethaney Wilkinson, bethaney@sflrnetwork.org.

