



“Our mission is to deliver a responsive forest genetics program for our partners that emphasizes the timely production of improved seed that is adapted for a changing climate”

REQUEST FOR PROPOSALS

Field Operations Coordinator Services

REVISED

May 1, 2019

The Northeast Seed Management Association (NeSMA) is a forest industry/provincial government partnership organization responsible for the development and implementation of the forest genetics program for Northeastern Ontario.

Under the governance of the company’s Board of Directors, our membership includes representatives from forest industry Sustainable Forest License holders as well as the Ministry of Natural Resources and Forestry.

NeSMA currently manages a number of seed orchards, seed production areas, forest genetic test sites and experimental trials in support of forest regeneration activities across Northeastern Ontario. Financial support for our forest genetics program originates from our partnerships with the Ministry of Natural Resources and Forestry and our regional forest industry members. NeSMA is also leading the development and establishment of the next-generation orchards that will provide the seeds to grow trees that are adapted to a changing climate in Northeastern and Ontario.

NeSMA is currently inviting qualified forestry service providers or individuals to submit proposals for the provision of a Field Operations Coordinator (part-time) to implement our annual program activities.

This role typically requires a commitment of an average of 15 hours per week. During the field season (May-August), time demand typically increases to 35-40 hours per week.

The Service Provider will work under the direction of the General Manager.

The successful proponent will be responsible for supervising and coordinating contractors in the completion of our annual field program.

The term of this contract opportunity is: June 1, 2019-March 31, 2022 (with the potential for extension pending funding).

The key responsibilities of this role include:

- Perform technical and supervisory functions in support of forestry research, forest management and forest assessments

- Conduct, supervise and participate in trial inventories, surveys and field measurements following accepted scientific operational procedures
- Assist in planning and preparing annual work plans and budgets
- Develop and maintain computer databases
- Provide technical support to tree improvement programs, seed orchard operations, crown management activities and cone collection activities including supervision of contractors
- The successful proponent will need to be available to meet with NeSMA staff and Partners on a regular basis.

Proposals should be no longer than 4 pages and include at least the following information:

1. Demonstration of experience in comparable roles
2. Experience and background of individual(s) to provide this role (please provided resume if appropriate)

The ideal individual will have the following skills and aptitudes:

- Completion of a forestry program (college or university) or demonstrated equivalent experience applicable to the position.
- Self-motivated with the ability to work independently in inclement weather and in rough terrain.
- Ability to write reports and correspond knowledgeably with forest managers
- Demonstrated knowledge of Boreal forest species and soils
- Experience in plantation establishment, managing cone crops and dealing with contractors.
- Demonstrated administrative and project management skills.
- Valid driver's licence and use of a vehicle capable of navigating Northern Ontario forest access roads
- Demonstrated ability to utilize the Microsoft Office suite of software including word processing and spreadsheets.

3. Hourly rate (Per hour) and travel rate (Per kilometre)

Please submit proposals electronically prior to May 17, 2019 to:

**Jeff Barton, R.P.F.
General Manager
Northeast Seed Management Association**

nesmagenmgr@gmail.com