



North Coast Tourism Management Network + Oregon Coast Visitors Association:

Seeking a Network Manager

[3/4FTE // October 2020-October 2021]

Timeline:

October 5th - Application Materials Due

October 12-16th - Interview Dates

Network Management Primary Responsibilities: The Network Manager creates, cultivates, and ensures high quality relationships and collaborations that meet the mission of the Oregon Coast Visitors Association (OCVA) through the North Coast Tourism Management Network (NCTMN) stakeholder goals and objectives. The Network Manager will assist tourism organizations, industry stakeholders and network participants to increase the economic, social and environmental benefits of tourism in the region.

Primary responsibilities are to:

Communicate with and for the Network

- Function as primary point of contact for the network internally and externally and provides regular updates and reports to the OCVA Team
- Create internal and external communication strategies
- Connect with each participant of the network to understand their work and their organization goals and needs and present the collective findings back to the network.
- Use above findings to learn and communicate how collaboration can support their organization goals and that the regional goals as outlined in the scope of work are met.
- Identify and assess broader regional needs and opportunities based on patterns found commonly across multiple action teams and refer these to the Quarterly Network meetings
- Communicate opportunities, create a plan and implement priorities opportunities
- Keep network conversations vibrant and alive
- Reach out to drifting participants and find creative ways to re-engage them in the network

Convene the Network Quarterly

- Coordinator implementation on OCVA Oregon Tourism Engagement processes (bi-annual survey, town halls and listening Sessions) for the network.
- Help design and facilitate general network convening's and ensure they are in alignment and moving in concert with larger Oregon Tourism Engagement findings.
- Organize convening logistics, including meeting locations, catering, materials, reminders, etc.

Catalyze the Network

- Recruit and support new member onboarding to the network and the tourism industry
- Support network participants to more deeply connect their organization with the work of the network



Coordinate the Network Core Teams

- Convene all Core Team meetings based on OCVA Oregon Tourism Engagement processes findings and other network feedback.
- Coordinate Core Team meetings identify points of intersection and bottlenecks, and help connect network participants
- Support and attend action team meetings to track project progress, outcomes, bottlenecks and capture key takeaways and next steps.
- Hold network participants accountable for deliverables
- Regularly update the network dashboard and provide monthly updates
- Manage network finances and budget closely with OCVA Team
- Perform site visits where practical and possible to stay aware of network projects and stewardship collaborations between participants
- Coordinate with other regional networks to identify points of intersection
- Maintain the network's technological infrastructure (Slack, Google Docs, Basecamp etc.)

Resource the Network

- Identify additional resources external to the network and align them with network goals and objectives
- Work with network members to identify and secure in-kind contributions, including meeting locations, transportation, catering, materials, etc.

Essential Skills

- Strong interpersonal abilities, with a willingness to cross disciplinary boundaries and work with diverse people
- Solid facilitation, writing and presentation skills
- Exceptional attention to detail, organized, effective time management
- Dynamic problem-solving skills
- Comfortable with technology & quick adopter of tech platforms
- Strong collaboration skills

Personal Characteristics

- Deep passion for the Network mission and vision
- Personal humility, servant leadership style, network entrepreneur
- Knows how to ask for and receive help
- Proactive, self-starter, loves to take initiative with an urgency to get the job done
- Understands the big picture and larger context of the work, systems thinker
- Ability to accept constructive criticism
- Ability to active listener
- Ability to see all sides of an issue
- Patient, stays cool under pressure
- Great sense of humor, ability to see the positive
- Loves nature and the North Coast region

**Requirements**

- Must have access to a car and be able to drive
- Must have or be able to gain immediate and functional knowledge of the North Coast tourism community of Tillamook or Clatsop Counties
- Demonstrated professional experience with a role in a collaborative environment

Preferred qualifications:

- Associate degree or higher relevant to job responsibilities above; similar work experience may be considered in lieu of a degree.
- Knowledge of tourism industry and destination management a bonus
- Facilitation experience
- Community development experience

Submit a one-page cover letter and resume to Arica Sears at icom@thepeoplescoast.com by October 5th.

Answer the following questions (in a separate document) in three sentences or less:

- 1. Describe your experience facilitating meetings.*
- 2. How do you honor and recognize diverse perspectives?*
- 3. What is one highlight from your experience working in network or community development?*