

Prairie Conservation Forum Coordinator Position

In 2007, the PCF decided that the time had come to build on the successes of the PCF and implementation of the PCAP by expanding the profile of the PCF and creating capacity that would allow the PCF to fully implement the Alberta PCAP. To accomplish this, it was proposed that it was time to hire a full-time coordinator to implement the PCAP under the direction of the general membership of the PCF. The justification for this could be seen in items from previous PCAP's that had to be dropped or carried forward due to limited capacity to see them completed. Often, those items included communications and outreach because they require long-term sustained effort, and are actions that no single agency is required to do. As such, the primary role of a coordinator would be communication and outreach related to increasing the profile of the PCF and PCAP. This increased profile would, in turn, lead to the completion of PCAP actions.

Currently, there are two part-time coordinators that work together to not only work on communications and outreach, but to also take care of the day-to-day running of the PCF. Some of the duties of the coordinators include:

- (a) Promoting and encouraging collaborative dialogue and information exchange regarding the prairie and parkland community;
- (b) Promoting and encouraging collaborative decision-making among the members of the PCF;
- (c) Promoting growth in the membership of the PCF, both in terms of numbers and active involvement;
- (d) Seek to establish meaningful partnerships;
- (e) Undertake general office duties of the PCF;
- (f) Coordinate, direct and participate on committees, projects and initiatives as required;
- (g) Raise awareness of, and promote the PCF among the wider community;
- (h) Hire and supervise staff and/or engage and supervise outside expertise;
- (i) Undertake and/or direct the organization and facilitation of meetings (including Forum meetings and Board of Directors meetings), functions and events;
- (j) Develop and maintain resources and databases;
- (k) Liaise with PCF Members, partner organizations, the government, the public and media;
- (l) Provide regular activity reports to the Board of Directors; and
- (m) Perform other duties as deemed necessary by the Board of Directors.