



REQUEST FOR QUALIFICATIONS ZRC COORDINATOR

The Zion Regional Collaborative (ZRC) is seeking a qualified individual to fill the ZRC Coordinator position. This is a twelve month long independent contractor position. There is no guarantee the position will be extended. The ZRC Guiding Subcommittee has developed a scope of work for the Coordinator position. The independent contractor will be responsible for accomplishing the tasks and objectives in the scope of work independently and without direct supervision. The Coordinator will be accountable to the ZRC Guiding subcommittee and will make regular reports to the subcommittee regarding progress.

About the ZRC

The Zion Regional Collaborative (ZRC) facilitates regional planning and communication between the communities and land management agencies in the Zion Region in southwest Utah. The ZRC's goal is to protect and enhance community character, well-being of the natural environment, economic vitality, quality of life for residents and quality of experience for visitors.

The ZRC enables planning and projects that help manage and protect the region's scenic, archaeological, cultural, historic, natural, and recreational resources. Throughout this process, the ZRC promotes collaboration and communication among all stakeholders in the region. The ZRC provides a forum for communication and relationship-building between a number of different entities and creates opportunities to develop regional solutions to regional challenges.

About the ZRC Coordinator Position

The ZRC Coordinator will work independently without direct supervision to ensure ZRC projects, programs, and initiatives move forward. The Coordinator:

- Develops relationships with all participating agencies, stakeholder groups, and other individuals involved in regional planning and collaboration in the Zion region.
- Maintains frequent contact and effective communication with representatives from all ZRC participating agencies.
- Prepares and facilitates bi-monthly ZRC workshops.
- Assists ZRC subcommittees with assigned tasks and follow up items.
- Writes grants to help fund ZRC projects.
- Facilitates communication and collaboration between regional stakeholders.

A detailed scope of work outlining the specific Coordinator tasks is included below.

The Coordinator position is an independent contractor. There will be no employee-employer relationship between the Coordinator and the ZRC. The Coordinator will report to the ZRC Guiding Subcommittee (comprised of representatives from agencies that helped fund the position). However, the guiding subcommittee will not direct the day to day activities of the Coordinator. The Coordinator is

responsible for establishing timelines, project schedules, and strategies to effectively accomplish all the tasks in the scope of work.

Compensation for the independent contractor is \$42,500, paid in twelve monthly installments of \$3,541.67.

The Coordinator position is scheduled to begin on November 1, 2020. The contract is scheduled to expire on October 31, 2021. However, the ZRC is willing to accommodate slight modifications to the start date to accommodate the schedule of the Coordinator. In no case can the Coordinator start later than December 1, 2020.

Request for Qualifications

Individuals interested in the ZRC Coordinator position should prepare a brief summary of qualifications including all of the following information:

- Education:
 - o Identify educational institutions attended and degrees/diplomas/certificates awarded.
 - o List relevant coursework in collaboration, facilitation, communication, public administration, planning, and resource management.
- Professional Experience:
 - o Identify all professional experience related to collaboration, facilitation, local government administration, regional planning, negotiation, public speaking, public outreach, grant writing, project management, technical writing, resource management, tourism / travel management, and any other experience related to the role of ZRC Coordinator.
 - o List any other professional experience.
 - o List any professional certifications, memberships, awards, etc.
- Applicant Statement:
 - o Provide a brief (250 word maximum) statement detailing the individual's approach to collaboration.
 - o Provide a brief (250 word maximum) statement detailing the individual's experience and familiarity with the Zion region.
 - o Provide a brief (500 word maximum) statement detailing how the individual proposes to accomplish the tasks and projects in the scope of work.
- References:
 - o Provide the names and contact information of three people who can verify the individual's professional abilities and capabilities.

Interested individuals should submit the summary of qualifications in PDF format to:

Thomas Dansie at tdansie@springdale.utah.gov

Submittals must be received by 5:00 PM on Friday, October 23, 2020.

ZRC Coordinator Scope of Work

Priority Projects

1. *Evaluate 501(c)(3) non-profit designation as a potential structure for the ZRC.*
 - a. *Consult with stakeholders about the value of 501(c)(3) designation; facilitate discussions during ZRC Workshops.*
 - b. *Complete steps to establish designation, if this course of action is approved by ZRC stakeholders.*
2. *Facilitate communication between regional stakeholders and the Greater Zion Mobile Application development team.*
 - a. *Collect feedback from stakeholders regarding desired app content.*
 - b. *Attend App Meetings in order to communicate stakeholder feedback to developers and provide app updates to stakeholders.*
 - c. *Facilitate data-sharing between app developers and stakeholders.*
 - d. *Assist the Regional App in securing development and maintenance funding.*
3. *Collaborate with regional stakeholders in developing a regional recreational plan.*
 - a. *Determine the ideal format for regional recreational planning.*
 - b. *Identify goals of regional recreational planning.*
 - c. *Evaluate financial or material needs with regards to regional recreational planning. If financial or material needs have not been met, work to secure funds and/or supplies.*
 - d. *Communicate progress regularly to regional stakeholders and ZRC members; facilitate coordination between entities.*
4. *Help implement the 2020 Regional Multi-Use Trail Feasibility Study.*
 - a. *Analyze the Trail Feasibility Study and determine next-steps.*
 - b. *Identify funding resources.*
 - c. *Apply to 4+ grants.*
5. *Investigate opportunities to expand the positive impacts of the Zion Scenic Byway.*
 - a. *Review the Zion Scenic Byway Interpretive Plan and identify potential projects.*
 - b. *Apply for grants to fund projects along the Byway.*

c. Coordinate with local agencies and organizations to promote the Byway.

Ongoing Tasks and Concerns

- 1. Engage all stakeholders whose actions could have potentially significant impacts on the region, or who may themselves be significantly impacted by what occurs in the region.*
- 2. Design ZRC Workshops efficiently, plan them appropriately, and host them consistently.*
- 3. Conduct effective public outreach.*
- 4. Facilitate communication amongst stakeholders.*
- 5. Support stakeholders' efforts concerning area beautification, community improvement, and visitor education.*
- 6. Support the implementation of a St. George to Zion Public Transit System. Facilitate coordination and communication.*
- 7. Engage with transit planning on the East Side of Zion National Park. Facilitate coordination and communication.*
- 8. Support stakeholders' efforts to diversify the area's economy (industry type, visitor type, geographic spread, etc.) and increase its economic vitality.*
- 9. Support stakeholders' efforts to sustainably manage and conserve the area's natural, cultural, and recreational resources and values.*