

NOTICE OF FACILITATOR OPENING

Oregon/Washington
Bureau of Land Management (BLM)
Human Resource Development Committee (HRDC)

Facilitator

One (1) opening

One (1) year

Opening Date: August 13, 2007

Closing Date: September 14, 2007

WHO MAY APPLY: Current Oregon/Washington (OR/WA) BLM employees with facilitation training.

DESCRIPTION OF DUTIES: The HRDC Facilitator is responsible for:

1. Managing meetings to include keeping discussions on target, keeping the group on schedule, and helping the group reach consensus.
2. Recording major points at the OR/WA HRDC meetings which include decisions, ideas, accomplishments, and assigned tasks.
3. Assisting the HRDC Chair to develop agendas including time frames for each topic, development of wall charts, and meeting room preparation at the meeting site. Arranging for meeting facilities is not required.

OR/WA HRDC will cover per diem costs for the facilitator. Regular pay will be the responsibility of the facilitator's home office. This position is for three scheduled meetings:

Wenatchee, WA	October 16-18, 2007
Salem, OR	February 5-7, 2008
Prineville, OR	May 6-8, 2008

HOW TO APPLY: Candidates should submit a narrative statement covering the following:

1. Why you would like to serve as facilitator for the committee?
2. A brief detail of your facilitation training and experience. Please be specific on the types of training, types of groups, number of participants, issues that were addressed, and length of meetings (e.g., two hours, five days, once a month). Also include any experience or training in Human Resource management.
3. Three references (including telephone numbers) who have attended meetings you have facilitated.
4. Supervisor's signature of approval.

For specific information regarding this position, please contact the State HRDC Chairperson, Hilary Rigby, 541-464-3327.

WHERE TO SEND APPLICATIONS: All narratives must be submitted to Hilary Rigby at the Roseburg District Office (OR-100) for selection by the OR/WA HRDC.

Roseburg District Office
777 NW Garden Valley Blvd.
Roseburg, OR 97470

**ALL APPLICATIONS MUST BE POSTMARKED
NO LATER THAN September 14, 2007**