

## **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: June 16, 2008

Closing Date: August 15, 2008

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

**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.
4. Coordinating with the HRDC Secretary to draft and finalize meeting notes. Facilitator will be required to incorporate flip chart notes into official meeting notes in collaboration with the HRDC Secretary.

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:

Roseburg, OR October 21-23, 2008

Coos Bay, OR February 3-5, 2009

Burns, OR May 12-14, 2009

**HOW TO APPLY:** Candidates should submit no more than a one-page narrative statement covering the following:

1. Why you would like to serve as facilitator for the committee?
2. Describe your facilitation training and experience including 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 and email addresses) 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, Cheshire Mayrsohn, 541-683-6407 [cmayrsoh@blm.gov](mailto:cmayrsoh@blm.gov)

**WHERE TO SEND APPLICATIONS:** All narratives must be submitted to Cheshire Mayrsohn at the Eugene District Office (OR-090) for selection by the OR/WA HRDC committee. Email submissions will be accepted.

Eugene District Office  
P.O. Box 10226  
Eugene, OR 97440-2226

**ALL APPLICATIONS MUST BE POSTMARKED  
NO LATER THAN August 15, 2008**