



JOB OPPORTUNITY -Forestry Project Coordinator

BACKGROUND

Located in beautiful Placer County, the Placer Resource Conservation District (District) seeks to hire a Forestry Project Coordinator. Resource Conservation Districts (RCDs) across California serve as local hubs for conservation, connecting people with the technical, financial and educational assistance they need to conserve and manage natural resources. RCDs help landowners, land managers, government agencies, and others to voluntarily protect, restore, and enhance natural resources on private and public lands. A defining characteristic of RCDs is that our assistance is generally non-regulatory, confidential, and free.

POSITION

The District is seeking a new team member to manage projects to improve wildfire resiliency and forest health, including vegetation management for defensible space, and coordinating with local Fire Safe Councils and the Fire Alliance for Placer County. The position is a full-time, non-exempt role, working approximately 40 hours per week. The position will report to the Executive Director and will work with other staff as needed to ensure the successful implementation of forestry projects. The position will work closely with a broad array of partner organizations, government agency staff, and public and private landowners.

SUPERVISORY RESPONSIBILITIES

This job does not currently have supervisory duties

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collaborate with partners and stakeholders to develop, fund, and implement forest health and fuel reduction, and other projects as needed such as defensible space, strategic fuel breaks, prescribed burning, forest stand improvement, and invasive species removal and revegetation
- Manage contractors implementing forestry projects including large landscape scale strategic fuel breaks
- Manage contracts with funders, consultants and subcontractors
- Manage budgets, invoicing and reporting
- Manage communications between project partners and stakeholders
- Coordinate with project partners and consultants to develop environmental documentation and permits
- Coordinate the development of project designs and logistics for project implementation
- Provide oversight of implementation activities, including photo and biological monitoring

- Grant writing and reporting
- Assist staff on other projects as appropriate
- Respond to landowner requests for technical assistance
- Oversee monitoring activities, including collecting data in the field, data entry, equipment preparation and maintaining supplies

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Successful applicants will “wear many hats” at the RCD. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Minimum Education/Experience

- Bachelor’s degree with 3 or more years of professional experience with a focus in forestry, environmental studies, natural sciences, resource management, watershed science, conservation planning, or related field
- Experience developing, planning, implementing and monitoring environmental projects
- Proficient in Microsoft Office, ArcGIS and GPS

Knowledge and Skills

- Knowledge of forestry, vegetation management, wildfire behavior, watershed stewardship and conservation, resource management, basic hydrology, basic soil science, native plant and animal communities, and restoration ecology
- Will work across many disciplines and therefore must have technical, administrative, communication, and interpersonal skills
- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
- Strong computer skills including Word and Excel
- Highly organized and motivated self-starter with the ability to prioritize
- Creativity, sense of humor, “can do” spirit, collegiality, flexibility, strong desire to learn

Required Licenses, Registrations, etc.

- Valid California driver’s license, clean driving record, and current auto insurance

Desired qualifications

- Familiarity with local threatened and endangered species, including habitat needs and legal protections
- Familiarity with local, state, and federal permits required for environmental/forestry projects
- Experience working with fire safe councils, watershed groups or other conservation groups
- Certified Registered Professional Forester

Physical and Emotional Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is required to:

V – Very Often / F – Frequently / O – Occasionally / R - Rarely							
Sit	F	Use keyboard	F	Stoop, kneel, crouch or crawl		Hear	F
Stand	F	Use hands to feel	F	Climb or balance		Talk	F
Walk	F	Reach with hands/arms	F				

This work may include climbing in and out of streams, lifting, carrying supplies and equipment, planting, etc. during all seasons.

Must frequently lift or move up to 25 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment can range from very quiet to very noisy.

COMPENSATION

Financial compensation will be commensurate with applicable experience, ranging from \$56,500 to \$75,000 annually.

BENEFITS

- Calpers pension plan
- Optional 457(b) retirement plan
- 12 paid holidays annually
- 80 hours vacation time (year 1, accrued, increasing at year 2, 5 and 10)
- 104 hours sick time, (annual, accrued)
- Health insurance benefits: The District covers up to \$1200/ month of the employees chosen health plan premium
- Vision and Dental- District paid premiums
- Employee Assistance Program
- \$50,000 Life Insurance Policy
- Flexible and remote work schedules

To apply: Please send resume and cover letter to Sarah Jones, sarah@placerrcd.org -position open until filled.

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