



POSITION: Reforestation Project Coordinator

Primary roles – Coordination of District conservation and forestry projects- including fuels and forest health, wildlife habitat restoration, reforestation, environmental compliance, and watershed health projects.

Location – Quincy, CA

Travel – Occasional overnight travel may be required

This position will require the coordination of all aspects of District projects to improve wildfire resiliency, forest and watershed health, including vegetation and habitat management. Primary focus on post-fire restoration projects. The position is full-time at 40 hours per week dependent on funding availability. The position is fully funded for three years. The Project Coordinator will report to the District Manager and will work with other staff as needed to ensure the successful implementation of projects. The Project Coordinator will work closely with a broad array of partner organizations, government agency staff, and public and private landowners. It is expected a Project Assistant and/or field technician(s) will be available to assist with program activities. This position is approximately 40% field based 60% office.

TYPICAL DUTIES AND RESPONSIBILITIES

- Coordinate and implement post-fire restoration projects such as tree removal, site preparation, reforestation, herbicide applications, release treatments
 - Manage contracts with funders, landowners and contractors.
 - Manage budgets, invoicing and reporting.
 - Manage communications between project partners and stakeholders.
 - Contract management including in-field management of planting, tree shipments, herbicide applications, and tree removal.
 - Coordinate the development of project designs and logistics for project implementation.
 - Maintain database of project metrics, photos, and geospatial data.
 - Develop new projects and seek funding to implement.
- Manage efforts to streamline permitting to increase the pace and scope of vegetation management projects, including compliance with the California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA).
- Assist staff on other projects as appropriate.
- Respond to landowner requests for technical assistance as appropriate.
- Oversee monitoring activities, including collecting data in the field, data entry, equipment preparation and maintaining supplies.
- Supervise project staff, seasonal or permanent, working primarily on day-to day portions of projects the Conservation Project Coordinator manages. This duty includes leading hiring and training of project staff as well as day-to-day management and conducting performance evaluations for supervised staff among other duties associated with staff supervision.

APPLICANT QUALIFICATIONS

Successful applicants will have experience developing, planning, implementing and monitoring environmental conservation and restoration projects. They will work across many disciplines and therefore must have technical, administrative, communication, and interpersonal skills.

Minimum qualifications

- Knowledge of forestry, vegetation management, wildfire behavior, watershed stewardship and conservation, resource management, basic hydrology, basic soil science, native plant and animal communities, and/or restoration ecology
- 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, Excel, and ESRI products
- Highly organized and motivated self-starter with the ability to prioritize
- Physically able to work in the field (climbing in and out of streams, lifting, carrying supplies and equipment, planting, etcetera) during all seasons
- Valid California driver's license, clean driving record, and current auto insurance
- Ability to hike outdoors in inclement weather, rugged mountainous terrain, lift up to 50 lbs.
- Three or more years professional experience with focus on environmental studies, natural sciences, resource management, watershed science, conservation planning, or related field

Desired qualifications

- Master's degree in Forestry, Natural Resource Management or related field
- Experience in contract management
- Experience with project development and grant writing
- Proficiency with ArcPro and GPS
- Familiarity with local threatened and endangered species, including habitat needs and legal protections
- Familiarity with local, state, and federal permits required for restoration projects
- Experience working with fire safe councils, watershed groups or other conservation groups
- Familiarity with reforestation practices including seed procurement, planting, herbicide applications, release treatments

COMPENSATION

Financial compensation will be commensurate with applicable experience, ranging from \$30.00-\$35.00 / hour. Benefits include a health care package, paid vacation and sick time, retirement, cell phone stipend, boot stipend, as well as a flexible work schedule with the ability to work in a fun, fast-paced, positive work environment with excellent coworkers.

Application Instructions: Please send Resume, Cover Letter, and three references to Michael Hall mhall@frrcd.org or call 530. 927. 5299 with questions about the position

Applications Open Until Filled