

## Position Description

**Division:** Field Program  
**Title:** California Program Associate



**National Forest Foundation** is pleased to offer regular, part-time employment opportunity in its office in South Lake Tahoe, California. The incumbent is responsible for assisting the National Forest Foundation (NFF) California Program Director and Northern California Program Manager to support Forest Service, state agencies, community, conservation non-governmental organization (NGO), and private sector partners in California providing project management. NFF will offer some flexibility to location as long as it is in proximity to Tahoe and the candidate has the ability to frequently travel to project area

**About NFF.** NFF works with communities and organizations to conserve and enhance the watersheds, wildlife habitat, and wild places across our 193-million-acre National Forest System.

**Position Function.** The California Program Associate will work closely with the California Director of Programs and particularly the Northern California Program Manager to provide project management and administrative support. The position's primary focus is assisting with project management for the Lake Tahoe West Restoration Partnership (LTW), whose primary goal is to restore the resilience of the forests, watersheds, recreational opportunities, and communities on Lake Tahoe's western shore within 10 years. The landscape includes 60,000 acres of federal, state, local, and private lands, from Emerald Bay to Squaw Valley along Lake Tahoe's west shore. More project information can be found at <https://www.nationalforests.org/laketahowest>.

**Position Duties and Responsibilities.** The California Program Associate duties for LTW are overseen by the Northern California Program Manager and include:

1. Assist the Northern California Program Manager with most aspects of LTW.
2. Assist in developing and distributing stakeholder and agency team meeting materials, and additional communications.
3. Identify, promptly distribute, track, manage, and ensure completion of stakeholder and agency team action items.
4. Prepare stakeholder meeting highlights, synopses, and action items, and agency team meeting highlights and action items.
5. Regularly update the collaboration statistics that document agency and stakeholder participation.
6. Schedule a wide variety of meetings, including advance annual scheduling of recurring agency and stakeholder meetings, and associated reservation of meeting facilities and/or teleconference lines and webinar links.
7. Regularly update administrative materials (e.g., stakeholder and team rosters), communication materials (e.g., project description, brochure, FAQ, stock slideshow), and the Web site and FTP site (including Living Library) with meeting materials and scientific information.
8. Manage the stakeholder participation stipend invoicing and payment.
9. Print and copy meeting materials and prepare handout packets.

Together these duties amount to approximately 30% time.

Other duties (approximately 20% time) include:

- Provide project management and administrative support to other NFF projects in the Tahoe Headwaters *Treasured Landscapes* site, the San Gabriel Mountains Monument Collaborative, and other California programs and projects as needed.
- Participate as a field staff member in other NFF-led collaborative efforts in California.

**Education and Qualifications.** NFF expects the California Program Associate to possess the following educational and experiential qualifications:

- Degree: Minimum of an undergraduate degree in conservation, forestry, planning, environmental science or related field.
- Work Experience: At least two years of professional, post-baccalaureate experience serving in a project management capacity or as an assistant project manager for a larger project. (The position does not have to be exclusively as a project manager, but should clearly include this as a primary duty as a notable percentage of time.)
- Working knowledge of forest and watershed science, policy, and management, including fire science, vegetation management, wildlife conservation, and meadow and stream restoration. Prefer demonstrated experience with these subjects. Working knowledge of carbon sequestration, cultural resources, air quality, and climate change is a bonus.
- Commitment to the mission of the National Forest Foundation.
- Excellent communication, interpersonal, organizational, and administrative skills.

**Abilities and Skills.** NFF expects the California Program Associate to possess:

- Associates Degree.
- Ability to work with a wide range of people with differing and sometimes conflicting opinions.
- Ability to work well, and be flexible in, a team-oriented environment.
- Ability to represent the NFF in a clear and professional manner through excellent written and oral communication, and interpersonal skills.
- A strong attention to detail, working in a timely and well-organized fashion.

## **Application Process.**

Applicants must provide the following materials in electronic PDF format.

1. Cover letter, no more than 2 pages in length.
2. Resumé for the applicant.
3. One writing sample, at least 5 pages in length.

**To Apply:** Please send cover letter and resume to: Sheree Bombard, Director, Administration at: [sbombard@nationalforests.org](mailto:sbombard@nationalforests.org) **Please note in subject line:** “California Program Associate”

**Applications must be received by email no later than 5:00 p.m. (MT) on July 14, 2017.**

*The National Forest Foundation is an equal opportunity employer and welcomes a diverse pool of candidates in this search.*

*For more information about the National Forest Foundation visit the Web site at:*  
<http://www.nationalforests.org>