

<p><b>Position Description</b></p> <p><b>Division:</b> Field Programs  <b>Title:</b> California Program Coordinator – Tahoe Area</p>	
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**National Forest Foundation (NFF)** is pleased to offer a regular, full-time position that will build partnerships and connections to support the development and implementation of conservation projects and programs across the California National Forests, with a primary focus on forests around the Lake Tahoe area.

**About the NFF:** The NFF works with communities and organizations to conserve and enhance the watersheds, wildlife habitat, wild places, and recreational opportunities across our 193-million-acre National Forest System. The NFF seeks to engage all Americans in this work.

**Position Function.** The California Program Coordinator–Tahoe Area reports directly to the California Program Manager–Tahoe Area and works closely with California-based program staff and other NFF staff to provide project management, contract management, and program development support. The incumbent is responsible for helping develop and implement conservation programs with the U.S. Forest Service, communities, conservation organizations, and private sector partners to support strategic initiatives and long-term goals in California.

**Position Duties and Responsibilities.** The California Program Coordinator–Tahoe Area is responsible for:

- Working with the U.S. Forest Service and partners to help develop scopes of work for watershed improvement, ecosystem restoration, and recreation enhancement projects;
- Leading the advertisement, negotiation, and awarding of multiple contracts for services related to on-the-ground implementation of watershed improvement, ecosystem restoration, and recreation enhancement projects;
- Working directly with contractors, consultants, nonprofit organizations, partners, and the U.S. Forest Service to effectively and efficiently coordinate on-the-ground implementation of watershed improvement, ecosystem restoration, and recreation enhancement projects;
- Working with the U.S. Forest Service to help develop, modify, manage, and track large-scale Stewardship Agreements and Challenge Cost Share Agreements associated with forest restoration projects (e.g., hand thinning, mechanical thinning, prescribed fire);
- Supporting expansion of the base of private and public-sector supporters and partners by actively pursuing funding opportunities, creating new development opportunities, and writing grants;
- Building and maintaining close and mutually beneficial relationships among the U.S. Forest Service, conservation organizations, other partners, and the NFF to implement effective community-based conservation partnerships;
- Strengthening the NFF ability to support on-the-ground restoration and recreation projects by supporting activities that reinforce existing collaborations and help build new partnerships;

- Maintaining a breadth of knowledge about current trends, emerging issues, policy interventions, and innovations in the field of conservation programming to enhance the NFF strategic efficacy;
- Serving as a point of contact for the NFF conservation activities in the Lake Tahoe area; and
- Assisting as necessary with the NFF program of work in the State of California, which may include the management of diverse, short-term projects.

**Education and Qualifications.** NFF expects the California Program Coordinator–Tahoe Area to possess the following educational and experiential qualifications:

- Minimum of an undergraduate degree, in conservation, forestry, planning, landscape design, recreation planning, environmental science or related field;
- At least two years of work experience with conservation programs, project planning, and/or coordinating project implementation, preferably on federal lands;
- Involvement in project planning, coordination, accomplishment and budget tracking, and project operations management that involve multiple implementation partners, contractors, contracts for services, and funding sources;
- Experience with land and watershed science, policy, and management, including fire science, vegetation management, wildlife conservation, and/or meadow and stream restoration;
- Commitment to the mission of the NFF and familiarity with the U.S. Forest Service purpose and National Forest lands management;
- An understanding of California natural resource issues;
- Strong communication, interpersonal, organizational and administrative skills; and
- Strong writing skills and public speaking experience.

**Abilities and Skills.** NFF expects the California Program Coordinator–Tahoe Area to possess:

- Ability to understand and clearly communicate about forest restoration treatment types and systems, including restoration prescriptions, on-the-ground operations, treatment specifications, guidelines, and desired conditions for a diversity of forest and watershed ecosystem projects.
- Ability to work with a wide range of people with differing and sometimes conflicting opinions, and to maintain neutrality at all times;
- Ability and willingness to travel regularly, work in outdoor conditions, and maintain a flexible work schedule, including participation in weekend and evening events;
- 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, with skill in working in a timely and well-organized fashion;
- Familiarity with ArcGIS online, journal builder, and basic cartography and map design;
- A valid U.S. Driver’s License.

**Location:** The location for this position is flexible and can be based in a community near the Tahoe National Forest, and specifically the Tahoe National Forest Supervisors Office in Nevada City/Grass Valley, CA. Other locations will be considered, including Truckee, CA and Reno, NV. Applicants must be able to travel regularly throughout the Tahoe National Forest and general Lake Tahoe area. This position is a remote/work from home position and requires reliable internet access.

**Compensation:** The NFF offers compensation commensurate with skills and experience and will include a competitive benefits package. Salary for this position will be in the \$48,000 to \$56,000 range.

**To Apply:** Please send a cover letter and resume *in .pdf format* by September 20, 2021 to Sheree' Bombard at [sbombard@nationalforests.org](mailto:sbombard@nationalforests.org) with subject line: "Application for California Program Coordinator - Tahoe Area."

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

*Additional information on the National Forest Foundation can be found at [www.nationalforests.org](http://www.nationalforests.org).*