

Position Description**Department:** Field Staff, California Program**Title:** California Program Associate-Tahoe Area

Position Function. The California Program Associate–Tahoe Area will report directly to the California Program Manager-Tahoe Area and work closely with California-based program staff and other National Forest Foundation (NFF) staff to provide program and administrative support. The incumbent is responsible for helping develop and implement conservation programs with the U.S. Forest Service, communities, conservation NGOs, and private sector partners to support strategic initiatives and long-term goals in California. This position is based in the Lake Tahoe or Reno area and will focus on the NFF program of work on the Tahoe National Forest and Lake Tahoe Basin Management Unit (LTBMU), but may also support project development activities on other Central and Northern California Forests.

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

- Building and maintaining close and mutually beneficial relationships among the U.S. Forest Service, California NGO partners, and the NFF to implement effective community-based conservation partnerships;
- Working with the NFF California Program staff, the U.S. Forest Service, and partners to help identify and develop watershed improvement, ecosystem restoration, and recreation enhancement projects, on the Tahoe National Forest, LTBMU, and other Central and Northern California Forests;
- Providing administrative support to the NFF California Program staff to support the management of on-the-ground restoration and recreation projects, fundraising and partnership activities, and other program-related needs;
- Providing administrative assistance for the management of the ongoing collaborative planning process for the Lake Tahoe West Restoration Partnership, including developing action plans for committees to meet their objectives, assisting with meeting logistics and note taking, and maintaining group documents and history;
- Developing a stronger regional constituency for our National Forests by engaging citizens in conservation and by communicating regularly about the value of National Forests and the work of the National Forest Foundation;
- 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; and
- Serving as a point of contact for NFF conservation activities in Central and Northern California.

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

- Education: Minimum of an undergraduate degree in conservation, forestry, planning, landscape design, recreation planning, environmental science or related field;
- Work Experience: Some work experience with conservation programs, collaborative planning processes, or project development;
- Project Coordination: Involvement in project planning and implementation activities that involve multiple partners;
- Land and Watershed Management: 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 National Forest Foundation and familiarity with the U.S. Forest Service’s 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 Associate–Tahoe Area to possess:

- 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; and
- A strong attention to detail, with skill in working in a timely and well-organized fashion.

To Apply: Please send a brief cover letter and resume **by December 29, 2018** to Sheree’ Bombard at: sbombard@nationalforests.org with the subject line: **“California Program Associate–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 nationalforests.org.