

Position Description

Division: Field Programs
Title: Forests of Texas Program Coordinator



National Forest Foundation (NFF) is pleased to offer a regular, full-time position that will support community engagement, volunteerism, and forest and watershed restoration on the Sam Houston National Forest and other Texas National Forests.

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 Forests of Texas Program Coordinator reports to the Eastern Program Director. The Coordinator is responsible for community engagement, fundraising and project management for forest/watershed restoration and recreation activities on the National Forests of Texas. This work requires close coordination with the U.S. Forest Service, community organizations and implementation partners to accomplish identified goals and activities across the Forests.

Position Duties and Responsibilities: The Forests of Texas Program Coordinator is responsible for:

- Community Engagement
 - Work with the U.S. Forest Service, community partners, local government and other entities to identify priority restoration projects on the Sam Houston National Forest, and other National Forests of Texas.
 - Conduct ongoing communication with partners on the status of project planning, implementation and project successes.
 - Network with organizations, agencies and others in Texas to advance the activities on the Sam Houston National Forest and other National Forests of Texas.
 - Help recruit and work with individual, corporate, and NGO volunteers to support implementation of projects on the Sam Houston National Forest and other National Forests of Texas.
- Project Management
 - Work with U.S. Forest Service and NFF staff to prepare project implementation plans and provide grants and service agreements to complete on-the-ground restoration projects in coordination with U.S. Forest Service staff.
 - Oversee contractors implementing projects in coordination with U.S. Forest Service staff to ensure successful project completion in a timely and financially responsible manner.

- Manage service agreements, invoices and budgets for all NFF-related partnership projects on the Sam Houston National Forest and other National Forests of Texas.
- Fundraising and Outreach
 - Work with NFF staff to solicit funds from government sources, foundations, corporations and individuals to support all aspects of project preparation, implementation and oversight.
 - Prepare grant and funding reports and conduct donor stewardship activities.
 - Work with NFF staff to communicate restoration project needs and the watershed benefits from accomplishments.

Education and Qualifications: NFF expects the Forests of Texas Program Coordinator to possess the following educational and experiential qualifications:

- Bachelor's degree in natural resources conservation or related field (or equivalent experience).
- A minimum of three (3) years' experience with proven results in conservation project management, community outreach and partnership development.
- A strong knowledge of and experience in U.S. Forest Service land management policies, procedures and regulations.
- A strong understanding of natural resources issues.
- A demonstrated commitment to the environment.

Abilities and Skills: NFF expects the Forests of Texas Program Coordinator to possess the following proven abilities and skills:

- Ability to work independently, performing fieldwork, attending meetings, and managing projects with minimal oversight.
- Ability to represent the NFF with diverse constituents in a clear and professional manner through excellent written and oral communication skills, and excellent interpersonal skills,
- Ability to collaboratively manage programs and evaluate their outcomes against quantifiable measures of success.
- Ability to effectively manage a variety of projects and tasks to successful completion.
- Ability to work well, and be flexible in a team-oriented environment.
- Must have valid U.S. driver's license and clean driving record, and pass a background check for access to secured federal facilities and systems.
- Ability and willingness to travel frequently to the National Forests of Texas and beyond.
- Excellent analytical skills with a strong attention to detail.
- Facilitation and public engagement experience a plus.

Location and Travel: The position is located in New Waverly, Texas.

Compensation: The NFF offers compensation commensurate with skills and experience, and includes a competitive benefits package. Starting salary for this position will be in the \$42,000-\$48,000 range.

To Apply: Please send a cover letter and resume in .pdf format by November 6, 2020, to Sheree' Bombard at sbombard@nationalforests.org with subject line: "Application for Forests of Texas Program Coordinator".

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 website at: www.nationalforests.org