

**National Forest Foundation (NFF)** is pleased to offer two Exempt, Full-time, 3-Year Term positions that will build partnerships and connections to support the development and implementation of conservation projects and programs within the Sierra National Forest.

**About the NFF:** The National Forest Foundation inspires all people to embrace and protect our awe-inspiring natural world. In cooperation with hundreds of partners, we lead natural solutions that restore the health of our people and planet.

**Position Function:** The Southern Sierra Project Coordinator reports directly to the Southern Sierra Program Manager 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 NGOs, and private sector partners to support strategic initiatives and long-term goals. The position will focus primarily on projects located within the Sierra National Forests.

**Position Duties and Responsibilities:** The Southern Sierra Project Coordinator is responsible for :

- Working closely U.S. Forest Service partners to identify new projects related to forest health, wildfire risk reduction, community resilience, 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 fuel reduction, commercial thinning, habitat restoration, critical access improvement, and community resiliency projects.
- Working directly with contractors, consultants, nonprofit organizations, partners, and the U.S. Forest Service to coordinate on-the-ground implementation of fuel reduction, commercial thinning, habitat restoration, critical access improvement, and community resiliency projects effectively and efficiently.
- Working with the U.S. Forest Service to help develop, modify, manage, and track Stewardship Agreements and Challenge Cost Share Agreements for new and existing stewardship projects.
- 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, California NGO 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 on the Sierra National Forest.

- Assisting as necessary with the NFF program of work in the State of California, which may include the management of diverse, short-term projects.

**Location:** The location for this position can be based in a community within or near the Sierra National Forests, Stanislaus National Forest, and Sequoia National Forests . Preferable locations are Sonora, Oakhurst, Mariposa, Fresno, Visalia, and Porterville. Applicants must be able to travel regularly throughout the Southern Sierra area. This position is a remote/work from home position and requires reliable internet access.

**Compensation:** The NFF offers competitive compensation and benefits and has recently implemented a new compensation program as part of our commitment to transparency. The salary range for this position will be in the \$70,000 to \$78,375 range. Please note that the indicated salary range describes the full range for an incumbent in this position, new staff will generally start near the base end of the range. NFF is committed to internal salary equity.

**To Apply:** Applications must include both a cover letter and resume. Incomplete packages will not be considered. Please apply by January 24th, 2025. Please visit our careers site to apply online.

*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).*

**Education and Qualifications:** NFF expects the Southern Sierra Project Coordinator to possess the following educational and experiential qualifications:

- Bachelor's degree, in conservation, forestry, planning, landscape design, recreation planning, environmental science or related field.
- Minimum three years of work experience with conservation programs, project planning, and/or coordinating project implementation, preferably on federal lands
- Must be authorized to work in the United States.

**Abilities and Skills:** NFF expects the Southern Sierra Project Coordinator to possess the following proven abilities and skills:

- A strong attention to detail.
- Excellent research and analytical skills with a strong attention to detail.
- Creativity and initiative; respond quickly to last-minute needs and changing priorities.
- Ability to represent the NFF clearly and professionally through excellent written and oral communication and interpersonal skills.
- Exceptional communications skills, including strong and succinct persuasive writing.
- Ability to execute well-defined processes with minimal supervision.
- Strong time management and organization skills to align workload with competing requests and departmental priorities.
- Ability to work well and be flexible in a team-oriented environment.
- Ability to work with a wide range of people with differing and sometimes conflicting opinions, and to always maintain neutrality.
- Ability and willingness to travel frequently within the Sierra National Forest and beyond.
- A valid U.S. Divers License.
- Maintain a flexible work schedule, including participation in weekend and evening events.
- Ability to understand and interpret conservation topics and project information.
- Ability to understand recreation infrastructure, community-based conservation, and forest and watershed restoration projects.
- Ability to understand wildfire mitigation and forest and watershed restoration projects.
- 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

Apply Here: <https://www.click2apply.net/jjY8adHVYWIRei2EPfAqmA>

PI258624129