

National Forest Foundation (NFF) is pleased to offer an exempt, full-time, 3-Year Term position that will manage the development and implementation of fuels reduction projects on the Kootenai National Forest in northwestern Montana.

About the NFF: As the official national partner to the US Forest Service (USFS), the National Forest Foundation was chartered by Congress in 1993. Today, the NFF advances forest resiliency, healthy watersheds, wildlife habitat, and recreation for all by working with communities and organizations across the country. The Foundation has grown significantly in the last few years in programmatic impact, revenue, support, and organizational capacity. NFF leads with impact, deploying roughly 90% of its expenses towards projects and programs across the country's 193-million-acre National Forest System. NFF is forward-thinking and innovative, with ambitious strategies and goals to advance and prepare forests for a new economy.

Position Function: The Kootenai Project Coordinator report directly to the Northern Rockies Program Manager and works closely with other Montana-based field staff to cooperatively plan, develop, and implement priority projects on the Kootenai National Forest. Specific efforts will include projects to reduce fuels on the National Forest and in the Wildland Urban Interface. This work requires close coordination with the U.S. Forest Service, other federal and state agencies, community organizations, and implementation partners to accomplish identified goals and activities.

Position Duties and Responsibilities: The Kootenai Project Coordinator will:

- Coordinate with the U.S. Forest Service and partners to implement scopes of work for large-scale fuel reduction projects. Work will occur on the Kootenai National Forest.
- Oversee projects through their full life cycle - initiation, planning, coordination, budget tracking, quality assurance, and safety.
- Lead the advertisement, negotiation, and award of multiple contracts for services related to the on-the-ground implementation of fuel reduction projects.
- Work directly with contractors, consultants, nonprofit organizations, and agency partners to coordinate the on-the-ground implementation of fuel reduction projects effectively and efficiently.
- Manage contracts, invoices, and associated budgets for projects.
- Assist, where necessary, with locating and identifying unit boundaries by painting, flagging and or developing georeferenced maps consistent with project design features and or Forest Plan requirements.
- Assist, where necessary, with development of silvicultural prescriptions and contractual technical specifications.
- Serve as the NFF's on-the-ground point of contact for daily project management needs.
- Coordinate communications about project work within the community. This could include social media, newsletters, news releases, or in-person meetings/events.
- Work with NFF staff to solicit funds from government sources, foundations, corporations, and individuals to support projects.
- Support preparation of progress and funding reports for federal, state, and local government funding sources as well as for philanthropic support from corporations, foundations, and individuals.

- Work with NFF staff to communicate project needs and community benefits and accomplishments.
- Sustain ongoing communication with partners on the status of project planning, implementation, and project successes.
- Maintain a breadth of knowledge about current trends, emerging issues, policy interventions, and innovations in the field of conservation programming to enhance the NFF's strategic efficacy.
- Serve as a point of contact for NFF conservation activities on and near the Kootenai National Forest.
- Assist as necessary with the NFF program of work in the Northern Rockies Region, which may include the management of diverse, short-term projects.

Education and Qualifications: NFF expects the Kootenai Project Coordinator to possess the following educational and experiential qualifications:

- Undergraduate degree or professional certification in forestry, natural resource management, a related field, or equivalent experience.
- A minimum of three (3) years' experience in conservation programs, contract administration, project planning and/or coordination.
- Knowledge of and experience in U.S. Forest Service land management policies, procedures, and regulations.
- A strong understanding of natural resources issues.
- Strong communication, interpersonal, organizational, and administrative skills.
- Commitment to the mission of the NFF and familiarity with the U.S. Forest Service purpose and National Forest lands management.

Abilities and Skills: NFF expects the Kootenai Project 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 perform fieldwork and work outdoors in inclement weather conditions.
- Knowledge of natural resource issues and forestry best practices.
- Ability to represent the NFF 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 and simultaneously manage multiple projects and tasks to successful completion.
- Ability to utilize communications platforms, including social media, to communicate effectively on a local level.
- Ability to work well and be flexible in a team-oriented environment.
- Must have valid U.S. driver's license and clean driving record.
- Ability and willingness to travel frequently within the communities around the assigned Forest, particularly during project implementation periods.
- Excellent analytical skills with a strong attention to detail.
- GIS and mapmaking ability is preferred.

Location: The location for this position is in a community near the Kootenai National Forest in northwestern Montana. This position is a remote/work-from-home position and requires reliable internet access and a dedicated workspace. Applicants must be willing and able to make frequent trips to the Kootenai National Forest.

Compensation: The NFF offers competitive compensation and benefits. The salary for this position is \$61,000 with the ability to grow to \$70,200 and above.

Benefits: NFF is proud to offer our staff:

- Medical and dental insurance paid at 75% by the organization for you and any dependents.
- Vision insurance paid 50% by the organization for you and any dependents.
- Health savings account (HSA) with employer contributions between \$1,878-\$3,750 per year, predicated on coverage type.
- Generous paid time off ranging from 35-45 days of combined vacation, sick, personal leave, and holidays.
- Family & medical leave for up to sixteen (16) weeks with up to four (4) weeks paid.
- 403(b) retirement plan with a 5% employer match after one (1) year of service.
- Healthcare and dependent care flexible spending accounts (FSA).
- Basic life and AD&D insurance at no cost, with voluntary life insurance options.
- Short-term and long-term disability insurance at no cost.
- Employee assistance program (EAP) at no cost.
- Professional development reimbursement for up to \$1,000 per year.

To Apply: Applications must include both a cover letter and resume. Incomplete packages will not be considered. Please apply by June 7th, 2025. Please visit our careers site to apply online.

The National Forest Foundation is an equal opportunity employer – meaning we provide equal employment opportunities to all employees and applicants for employment without regard to any characteristic protected by applicable law. Further, we prohibit discrimination, harassment, and retaliation in all aspects of employment, including recruitment, hiring, promotion, compensation, benefits, training, and termination. We strive to foster a work environment where every individual is respected, valued, and treated fairly. This statement reflects our unwavering dedication to fairness, respect, and equality in employment practices and sets the foundation for a positive work environment.

Apply Here: <https://www.click2apply.net/nDlyoMfGmQdgzSN8qh2dn2>

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