

JOB ANNOUNCEMENT - Field Manager
Tribal EcoRestoration Alliance - Lake County, CA

A Fiscally Sponsored Project of the Occidental Arts & Ecology Center
tribalecorestoration.org

JOB TITLE: Field Manager

REPORTS TO: Program Director

JOB TYPE: Exempt

SUPERVISES: Field crew, currently 6 people.

LOCATION: This position is based in Upper Lake, CA in Lake County. Substantial field work within Lake County and surrounding areas. Some remote work possible.

SALARY: \$52,000 - \$60,000 depending on experience. 100% FTE. Salary growth possible as organization grows.

BENEFITS: Health coverage available

ORGANIZATIONAL VISION

The Tribal EcoRestoration Alliance (TERA) is a cross-cultural, multi-organizational collaborative that works to revitalize ecology, economy, and culture through indigenous-led stewardship.

The mission of TERA, founded in 2019, is to cultivate land stewardship, livelihood, and leadership skills that weave collaborative relationships between Tribal members and the community at large for the benefit of all lands and beings. Our program goals include:

- Strengthen ties to land and culture
- Connect tribal members with meaningful livelihoods and culturally relevant work in their ancestral territories
- Regenerate local ecology of the North Coast Ranges, and improve resilience to fire
- Build capacity for native voices to play a central role in land stewardship

TERA is a young organization in a dynamic growth phase, and building a team of professionals who are deeply committed to TERA's vision. TERA is a fiscally sponsored project of the 501c3 nonprofit Occidental Arts & Ecology Center (OAEC), who provides administrative support for the project as fiscal sponsor.

POSITION SUMMARY

The Field Manager is a strong manager with great people skills and strong knowledge of California coast range ecology and stewardship. The Field Manager will work closely and collaboratively with the Program Director (PD) to set up TERA's hand crew for success, whose work focuses on forest management, fuel reduction, and fire resilience work. The position is estimated to be approximately 75% administrative work in the office, and 25% field work.

The Field Manager will be a core staff member in the organization, working closely with the PD to build TERA's capacity in a crucial moment, setting up the organization and the greater Tribal community of Lake County to access upcoming funding and support for forest and fuels management.

DUTIES AND RESPONSIBILITIES

1) Project Management:

- Gain detailed understanding of management goals and methods for each TERA project in order to manage field work and ensure the delivery of high-quality project outcomes
- Implement TERA field work as planned and budgeted by PD on public, private, and tribal land. Understand and follow tribal consultation processes when working on tribal lands
- Support the PD to conduct site assessments, prepare proposals, timelines, estimates and contracts for client / landowner
- Communicate with project partners, crew, and TERA staff to effectively coordinate program schedule and all other logistics
- Collaborate with Operations Manager to submit timely and accurate invoices to clients
- Procure tools, materials, equipment and supplies for specific jobs and general operations as needed
- Serve as communication liaison between the crew and landowner / client

2) Crew Management

- Supervise crew. Provide support and oversight to lead crew and help establish performance standards
- Work to create a positive, cohesive crew environment where everyone is treated respectfully and fairly, and where safety is a priority
- Work with PD to orient crew to the job site and provide ongoing support throughout the completion of the project
- Develop and manage the crew work schedule, managing multiple projects and priorities
- Support crew with tool maintenance and managing inventory.

3) Operations & Safety:

- Create a Field Evacuation Plan for each jobsite and ensure that Crew Lead has thorough information to keep crews safe on the job. Work with Crew Lead to ensure safe on-the-job practices.
- Work with PD, contractors, and partners to develop TERA's Safety Policies as well as support everyday safety practices and procedures.

3) Training:

- Work with P.D. to lead and develop curriculum as needed
- Organize tools and materials for training
- Work with P.D. to develop ongoing, on-the-job training and professional development opportunities for crew

4) Other duties as needed.

PROFESSIONAL QUALIFICATIONS:

Minimum Qualifications:

- High School diploma or GED minimum. Bachelor's Degree in ecology, natural resource management, forestry, or related field preferred
- Experience working with Tribal communities; willingness to learn about contemporary challenges, concerns, and interests of Lake County tribal community and ecology
- 1 year experience as project manager implementing fuels management and/or restoration projects
- 2 years working on fuels reduction or fire crew
- 2 years experience as supervisor
- Strong chainsaw safety and utilization skills. S212 chainsaw certification or equivalent
- Strong safety background. First Aid, CPR, OSHA 30. Wilderness First Responder preferred
- Proficiency and flexibility with office technology including PCs, smartphones, digital camera, conference calls (Zoom), Word, and Excel
- Able to work with diverse groups, build and maintain strong working relationships
- Able to develop and follow a prioritized plan of work, set and keep deadlines and work on multiple projects concurrently
- Strong communication skills with the ability to listen well, and write and speak effectively
- Able to contribute to a high-functioning, collaborative team environment
- Vehicle and valid driver's license
- Ability to carry up to 50 lbs, work outdoors in all weather conditions and poison oak. Ability to walk 2 - 4 miles day on uneven terrain

Preferred Qualifications:

- Native American Preference Applies: Preference given to qualified Native Americans pursuant to the Indian Self Determination and Education Act, public Law 93-638.
- FFTII firefighting qualifications and experience with prescribed fire or cultural burning.

Process to apply:

To APPLY, please send an email to admin@tribalecorestoration.org and address the following three topics in a cover letter in the order described below.

1. What excites you most about our organization? Be specific about at least two aspects.
2. What role have you held in the past that you sense is most similar to the role described or what life experiences have you had that you sense have prepared you most for this role?
3. What challenges would you anticipate, if any, in taking this role?

BIPOC strongly encouraged to apply.

**APPLICATIONS REVIEWED ON A ROLLING BASIS. ALL APPLICATIONS DUE BY JULY 30.
APPLICANT TO START SOON AFTER HIRE.**