

## JOB ANNOUNCEMENT

### Entry-level Forestry Project Manager

Employer: Mendocino County Resource Conservation District  
Work Location: Ukiah, CA, with some travel to sites throughout Mendocino County  
Position: Full-time, 40 hours per week  
Salary: Annual Compensation Range: \$55,000 - \$63,880

- Salary commensurate with experience and education
- Full-time.
- 4 weeks paid time off per year.
- Employer paid employee dental and health-care coverage
- Employer 3% contribution to IRA.

Start Date: October 2023

**Who We Are:** The Mendocino County Resource Conservation District (MCRCD) is a Special District of the State of California under Title 9 of the California Public Resources Code. Our mission is to conserve, protect, and restore wild and working landscapes to enhance the health of the water, soil, and forests in Mendocino County. Special districts are independent, special purpose units, that exist as separate entities with substantial administrative and fiscal independence from general purpose local governments and provide specific services that are not being supplied by existing organizations. The MCRCD is led by a five-member Board of Directors and an Executive Director.

**Position Summary:** The MCRCD is hiring a full-time, entry-level Forestry Project Manager with approximately 1–5 years' experience as a forestry technician or related position. Prior project management experience is not required.

Under the direction of the Forestry Project and Program Managers, the entry-level Forestry Project Manager (PM) will play a key role assisting with the day-to-day operations of the MCRCD Forest Health and Resiliency Program. The selected candidate will work both independently and on teams to provide technical assistance to landowners regarding their forest's health and wildfire risk profile, fuel reduction strategies, habitat improvement opportunities, erosion control mitigation, invasive plant management, and other similar forestry-related topics. The PM will also assist landowners with their application to various cost share programs, gather information and file necessary project CEQA documentation, collect and analyze field data, communicate regularly with landowners, contractors, funding agencies, and sister organizations. The selected candidate will work closely with the Forest Program Manager and MCRCD's partners to maintain funding for the program. The PM is expected to develop and maintain good working relationships with diverse community stakeholders, organizations, and resource agencies, and to represent the District at public events, meetings, and functions.

**Forest Health and Resiliency Program:** The *Forest Health and Resiliency Program* is one of four major programs at the MCRCD. The Program's mission is to promote sustainable forestry and land stewardship through active management for both climate change and fire resiliency on public and private lands. Through a combination of technical assistance, outreach, education, and regional partnerships, we:

- Educate and engage the public on issues regarding fire and fuels, insects and disease, habitat diversity, and the importance of active and informed management.
- Help residents, landowners, and land managers understand the ecology of their forestland and how to best manage to achieve their goals and objectives.
- Act as a catalyst in mobilizing community planning and implementation efforts for cross-boundary, landscape level treatments.
- Link landowners and managers to outside financial assistance opportunities to support thoughtful implementation of projects to promote forest health, reduce hazardous fuel loads, enhance wildlife habitat, and improve overall forest stand resiliency.
- Acquire grant funds to enhance planning capacity and implement vegetation management activities that contribute to the health and resilience of forests within Mendocino County and throughout the North Coast.

Approximately half of Mendocino County is forestland, including conifer, redwoods, and oak woodlands. Unlike other forest-dominated counties in California, Mendocino County is 90% privately owned, with only 10% of forestland held by public agencies. With such a high component of privately held forest tracts comes a wide diversity of land management goals and objectives. MCRCD's Forest Health and Resiliency Program aims to assist landowners and residents in how to sustainably manage their properties while looking at landscape-level forest health, watershed function, wildfire resilience, and a variety of ecosystem services.

**Primary responsibilities:**

***Field Forestry (40%)***

- Provide information and assistance to landowners regarding forest and woodland health, fuel loading and fuel reduction strategies, forest soil health, erosion control, road design and maintenance, recreation, grazing resource management, wildlife uses, and water quality management.
- Conduct forestland inventories to determine stand characteristics and to identify natural resource concerns related to overall forest health and wildfire hazards.
- Assist EQIP program participants with implementation of forestry related practices by developing detailed "Practice Requirements" for practices such as fuel breaks, forest thinning, slash treatment, and tree planting. Ensures that practices are done to NRCS standards and specifications.
- Supervise the implementation of forestry projects, including project layout, hiring and managing contractors, and project reporting.

***Forest Program Support (40%)***

- Assist the Forestry Project and Program Managers in development of projects, work plans, and technical material for forest and woodland land managers and owners.
- Assist the Forestry Project and Program Managers with the development of landscape-scale natural resource conservation planning and carbon accounting projects.
- Assist in the development of funding proposals, in collaboration with MCRCD staff, landowners, and partners.
- Perform project management functions under the supervision of the Forest Program Manager and Executive Management.

### **Organizational Management (20%)**

- Assist with project reports and compilation of invoicing materials.
- Assist with project budgets and informs Program Manager and Executive Management as needed.
- Support MCRCD Forestry Project and Program Managers with fieldwork and data entry.
- Represent MCRCD to build partnerships with landowners and other agencies.
- Assist in the development of educational and outreach materials for the MCRCD website, social media, and other venues.

### **Required Qualifications:**

- Bachelor of Science degree or higher in forestry, or a closely related subject.
- Experience with spatial analysis and mapping software such as ArcGIS Pro.
- Proficient with Microsoft Office suite including Word, Excel, Outlook, and PowerPoint.
- Valid California Driver's license, and proof of insurance.
- Ability to write clear, accurate, and effective reports.
- Effective and professional communicator with public and agency partners and with members of the public in representing the MCRCD
- Team player
- Ability to handle multiple tasks and follow through to completion.
- Excellent written and verbal communication and collaboration skills.
- Ability to lift up to 40 pounds, hike long distances on uneven ground, bend, squat, stretch, reach overhead.
- Ability to maintain confidentiality of sensitive and/or proprietary landowner information.
- Demonstrated interest in forestry and conservation.
- Some experience in forestry or related field

### **Desired Qualifications**

- 2 – 5 years of experience with any of the following: renewable resources, silviculture, wildland fire science or fire management, utilization of forest resources, forest regulation, timber management, invasive species management, and/or watershed management.
- Experience conducting vegetation sampling and monitoring.
- Desktop publishing software skills.
- Familiarity with the operations of grant-funded and/or government organizations.
- Experience driving a manual transmission off-road (4-WD) vehicle
- Experience working with diverse communities, including Spanish-speakers and Native American Tribes in Mendocino County.
- Proficient and experienced in project management, budgeting, and grant-writing.

### **Physical Requirements**

Work is performed both in an office environment and in the field. The work requires the ability to talk, listen, observe, stoop, reach, sit, stand, move, climb and descend stairs, use repetitive motions, and traverse uneven terrain. Strenuous hiking, sometimes carrying a pack, is required. The position requires the ability to operate a telephone, computer keyboard, copier, other typical office equipment, and motor vehicles. Position requires adequate vision to read materials in print and on a computer screen and must have the ability to speak and hear to communicate effectively in person and over the telephone. Work requires the ability to lift or move up to 40 pounds, the ability to safely use landscaping hand and power tools, and the ability to operate

off-road vehicles. Work occasionally requires strenuous, off-trail hiking, through dense vegetation (including poison oak) on steep slopes. When necessary, the position requires the ability to work unusual shifts, including weekends. Once the employee is established in the organization (as determined by the Executive Director), regular remote work may be permitted for office duties. Video conferencing capability and an ergonomic set up is required for remote office locations.

MCRCDD is an equal opportunity employer and we do not discriminate against any employee or job applicant because of age, race, color, religion, national origin, sexual orientation, gender identity, physical or mental disability or any other.

**PAY, BENEFITS, AND WORK SCHEDULE:**

This is a full-time position with competitive benefits including health, dental, holiday pay, cumulative paid time off, and 3% 401K.

**How to Apply:**

Please send resume and letter of interest via email to [Stephanie.Sierra@mcrdd.org](mailto:Stephanie.Sierra@mcrdd.org)

**Deadline for submission is September 25<sup>th</sup> 5:00 p.m.**

Cover letter and resume should demonstrate required background, experience and qualifications.