



Position Description Sierra Corps Forestry Fellowship

Position Title: Field Operations Coordinator

Host Site: Calaveras Healthy Impact Product Solutions

Site Supervisor: Regine Miller

Work Commitment: Sierra Corps Fellows are passionate and committed to the mission of the Sierra Nevada Alliance and Sierra Corps. Fellows make a full-time commitment to serve a nonprofit organization or public agency in the Sierra Nevada. **Positions begin in January or February 2021.**
Time Commitment: 10-12 months, 1700 hours total.

Position Location: The fellow will split time between CHIPS' two primary dispatch sites: West Point, Calaveras County, California and the Woodfords, California Washoe Hung-A-Lel-Ti allotment located in Alpine County. Occasional travel will be required to Midpines, Mariposa County and Yosemite National Park.

Organization Description: CHIPS is a small community-based, non-profit organization found in 2004 and committed to improving the community's economy, environment and social well-being. The organization's mission is, "*Doing good with wood.*" CHIPS is governed by a volunteer Board of Directors, and administered and managed by an Executive Director who works closely with the Board Chair. CHIPS employs 45 field crew members who work across the central Sierra Nevada performing a variety of work, including forest and meadow restoration, watershed stewardship, cultural site restoration, fire-safe fuel reduction, and fuel break construction in the wildland-urban interface. CHIPS is dedicated to tree and brush clearing and works under its agreements and contracts with Fire Safe Councils, the Stanislaus, El Dorado, Tahoe, and Humboldt-Toiyabe National Forests, Yosemite National Park, Bureau of Land Management, and numerous private land owners, as well as under numerous grant agreements with state resource agencies. CHIPS is a founding member and administrator of the Amador Calaveras Consensus Group (ACCG), an all lands community-based group with Collaborative Forest Landscape Restoration Act status. ACCG fosters partnerships among a diversity of private, nonprofit, local, State, and Federal entities, businesses, citizens and others with a common interest in health and well-being of the landscape and communities in the Mokelumne and Calaveras watersheds. The group is advancing an all-lands strategy to increase the pace and scale of forest restoration and to foster environmental stewardship, local jobs, greater local economic stability, and healthy forests and communities.

Position Description: The program of work focuses on advancing the organization's field administration and operations, and, to a lesser degree, program and fund development. Work includes: assisting the Executive Director and Board Chair in day-to-day field operations, private and public fuel reduction contracting, development and expansion of the work force training program, administration of field personnel including documenting progressive discipline and employee evaluations, supporting equipment procurement and maintenance, assisting with grant writing, and participation in Amador Calaveras Consensus Group, a nationally-recognized and diverse all-lands forest collaborative group. Work also includes supporting the continued development of CHIPS' biomass product yard located in Wilseyville, and fire recovery and reforestation within the Butte Fire and Power Fire burn scars.

Required Qualifications:

- 2 years of experience in forest restoration implementation and field leadership or similar field.
- Ability to work with diverse staff, partners and stakeholders.
- Ability to commit to full term of Fellowship position, including opportunities offered.
- Strong and demonstrated commitment to a local community currently being served by CHIPS.
- Clear potential to increasingly administer and support field operations including contracts and agreements, work force training, evaluations, discipline, and equipment.
- Potential to build upon existing written skills, including grant writing and reporting.
- Basic computer literacy, with the potential to build upon existing MS Office skills.
- Strong organizational skills and attention to detail.
- Ability to successfully multi-task and work independently, with the maturity and discretion to seek advice and guidance when needed and appropriate.
- Ability to work evenings and/or weekends, as required.
- Outstanding interpersonal skills; team player.
- Professional, reliable, honest, and eager to learn.
- Passion for working at the community level and for forest conservation.
- Ability to hike or be outdoors for extended periods of time.
- Valid California driver's license and ability to travel to the project sites and meetings independently.

Desired Qualifications:

- Maintains and expands existing tribal relations.

Host Site Website: <http://www.calaveraschips.org/>