



**Position Description
Sierra Nevada AmeriCorps Partnership**

Nevada Division of Forestry – Western Region Sierra Nevada Alliance	
Position Title:	Type:
Program Assistant – Nevada Division of Forestry and Sierra Nevada Alliance	<input checked="" type="checkbox"/> Full Term <input type="checkbox"/> Half Term

Organizational Background:

The Nevada Division of Forestry provides natural resources and wildland fire management services to enhance, conserve, and protect forest, rangeland, and watershed values throughout the state. The agency’s vision is to manage healthy and resilient landscapes through public and private partnerships in urban, rural, and wildland areas across Nevada which sustain necessary water supplies, local economies, human health, and wildlife habitat for present and future generations. NDF’s Urban and Community Forestry Program provides technical assistance to communities focusing on stewardship of urban natural resources and responding to the needs of communities by supporting tree care programs, community forestry planning and management, technical assistance, education, and other resources.

Number of Member Positions at this Site: 1 full term

Site Supervisor’s Name(s) and Title(s):

- Cayenne Engel, Urban and Community Forestry Program Coordinator, 702-683-0639
- Rebecca Williams, Sierra Nevada AmeriCorps Program Coordinator, (530) 542-4546 ex. 702

Position Description: Urban and Community Forestry Program Assistant

Location: Position will be based out of Carson City, NV and South Lake Tahoe, CA

The Urban and Community Forestry (UCF) Program Assistant will develop partnerships and assist with outreach and management of existing UCF programs in communities of all sizes across the

Nevada Tahoe basin and communities through the Sierra Nevada Foothills. The SNAP member will be expected to participate in the following (but are not limited to):

- Tree City USA program: Engaging with communities of all sizes to encourage urban tree care management through appropriate management goals, ordinances, arbor day recognition and celebration, and defining best tree care practices
- Big Tree Program: Public outreach treasure hunt for the largest specimen of each species in the state
- Fire-wise planting: Developing best practices and educational materials to help landowners reduce fire risk with appropriate species selection and placement while maintaining a vibrant and functional tree canopy
- Tree Planting Projects: Evaluating needs for communities and assisting with technical assistance and project coordination for tree planting focusing on “right tree right place” concepts
- Project Learning Tree: Providing support for educational activities associated with the “Project Learning Tree” curriculum
- Stewardship plan development: Evaluating existing management plans, ordinances, and assisting with developing and updating management plans as needed
- Tree Inventory Development: Teaching communities and volunteers how to enter trees into statewide inventory database to improve knowledge and management
- Tree Health Assessments: Recording and reporting emerging urban tree health issues within work areas. Working with forest health specialists for identification of concerns.
- Development of local tree boards: Planning for local engagement to promote the value of urban forests

Nv Division of Forestry Site-Specific Training Provided:

- Tree care education workshops will be provided by the UCF program for SNAP member including:
 - Arborist certification prep course in November, 2022
 - Online tree care workshops through International Society of Arboriculture
 - Pest and disease workshops offered through the UNCE Cooperative Extension
 - Funding is available for targeted workshops on topics of either tree care and urban tree planning and management or in community support development
- Grant management and implementation training
- Program development training

Position Description: Sierra Nevada Alliance Program Assistant

The Sierra Nevada Alliance Program Assistant will take a lead role in volunteer and outreach coordination, special event coordination, and program administration for the Sierra Nevada AmeriCorps Partnership (SNAP). The SNAP member will be expected to participate in the following (but are not limited to):

- Support SNAP members by sending the weekly newsletter and email communication, managing the SNAP social media content, and coordinating the Alumni committee.

- Assist with federal AmeriCorps program grant management and documentation. Assist in program support grant research and writing.
- Assist with Alliance monthly webinars and SNAP training, represent the Alliance at tabling outreach events throughout the year, and assist/lead Alliance and SNAP events such as Wild and Scenic Film Festival, Great Sierra River Clean Up, and SNAP-specific events.
- Participate in Take Care Tahoe/Sierra Outreach Committee/s, South Tahoe Environmental Education Committee, and South Lake Tahoe Earth Day Committee.
- Represent the Sierra Nevada Alliance at watershed-related meetings throughout the Sierra and identify ways to collaborate and help build the Alliance volunteer opportunities and community engagement.

Sierra Nevada Alliance Site-Specific Training Provided:

- Project WET/WILD/Learning Tree/Aquatic WILD
- Grant writing workshop
- Flexible training time and support for member-specific interests.

Things to Note:

This position will require driving regionally to meet with a variety of cooperators across a diverse stakeholder base. The candidate should have strong interpersonal skills, broad respect for a variety of constituents’ concerns and interests, and a curiosity to learn.

WORK HOURS							
8-hour days	10-hour days	10+ hour days					
50%	50%	0%					
Housing Offered through Site: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Vehicle provided for Placement Site work: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
TYPE OF WORK							
Field Work <i>(field surveys, planting, invasive pulls, maintenance, etc., special events)</i>	Office Work <i>(lab analysis, data entry, GIS, writing, etc.)</i>	Travel <i>(travel to fieldwork, events and project Sites)</i>	Restoration and Assessment <i>(water quality monitoring, habitat restoration, fish surveys, etc.)</i>	Education <i>(teaching, citizen science, etc.)</i>	Volunteer Recruitment & Management	Member Training <i>(Site-specific training, conferences, and development opportunities)</i>	Other <i>(gear and equipment maintenance, outreach, etc.)</i>
10%	50%	10%	0%	0%	10%	10%	0%

