



## Position Description

### Sierra Corps Forestry Fellowship

**Position Title:** Forest Health Project Coordinator

**Host Site:** Yosemite Sequoia Resource Conservation & Development Council

**Site Supervisor:** Erin Capuchino

**Term:** Full Term Fellow, 1920 hours (approximately 11 months at 40 hours/week)

**Position Location:** Hybrid – 90% remote with some travel. Remote locations required: Tuolumne, Mariposa, Madera (preferred), Fresno (preferred), Tulare, Kern Counties

#### **Sierra Corps Forestry Fellowship Program Background:**

Sierra Corps is a Forestry Fellowship program implemented by the Sierra Nevada Alliance that aims to increase workforce capacity for forest health restoration, biomass utilization, and wildfire resilience projects in the Sierra Nevada. The Alliance places Fellows with partners throughout the region for forest-health related employment. Fellows bring their education, skills, and expertise to engage in fellowships that provide assistance in assessment, planning, permitting, project management, and other essential forest restoration and wildfire resilience work. The Sierra Corps is a program that allows you to advance your career in environmental conservation by working as a forest health project specialist developing skills in project management and contributing to the increase in pace and scale of forest restoration at a time when it is critically needed.

For this position, you will be a Fellow for Sierra Nevada Alliance, completing your fellowship and working under direct supervision by Yosemite Sequoia Resource Conservation & Development Council.

#### **Compensations and Benefits:**

- \$26/hr, full-time
- Employer-provided Health Insurance, paid holidays, vacation, and sick leave as identified in the Sierra Nevada Alliance Employee Handbook
- A total of \$3,650.00 stipend to be used during the Fellowship term, itemized as follows:
  - \$1250 travel stipend

- \$500 supplies stipend
- \$500 equipment stipend
- \$1400 training stipend

**Time Commitment:** Fellows are required to complete project specific work and professional development activities and trainings over 1920 hours (approximately 11 months, working 40 hours/week). All Fellows are required to commit to the full term of their Fellowship position. Paid holidays, accrued vacation, and sick leave are also included in this time commitment. The position starts ASAP, preferably late March or early April 2024 and will conclude upon completion of 1920 hours, approximately February 2025.

**Host Site Description:**

Yosemite Sequoia Resource Conservation and Development Council (Y/S RC&DC) serves the rural and foothill communities of Fresno, Madera, Mariposa, Tulare, and northern Kern Counties. Council members are diverse and range from Tribal Governments, Resource Conservation Districts, Boards of Supervisors, Fire Safe Councils, Community Development Councils, Economic Development Councils, educational institutes, and other community groups. The Council, in conjunction with its partners and supporters, can develop projects and programs that directly benefit the local community while maintaining a regional platform. Usually projects/programs evolve organically from direct needs of community groups. Once needs are identified we work to obtain funding, leverage capacity and link resources to develop a successful project/program.

**Position Description:**

Y/S RC&DC is seeking a motivated and creative Forest Health Project Coordinator under the Sierra Nevada Alliance Forestry Fellowship.

The ideal candidate will be interested in:

- Forest management and conservation.
- Willing and eager to take on multiple tasks as part of a team.
- Enjoy working with others and independently.

The position will be working on multiple dynamic projects addressing climate change, including wildfire impacts, through natural and working lands' solutions. This position will play an important role in the success of the projects relating to forestry capacity building, forest health, and fire resilience for both public and private partners.

Y/S RC&DC will hire a full-time (40 hours per week) Forestry Fellow/Project Coordinator through the SNA Forestry Fellow Program. They will be trained in project management and be responsible for coordinating projects and capacity-building activities. The Fellow will work at multiple scales to develop gap-need assessments with partners, train for project management, and support workshop development. This will help sustain and bolster regional forest health and wildfire resilience planning through our current programs.

**Responsibilities:**

Project Outreach and Workshop Facilitation: ~40%

- Help coordinate, prepare, and present at outreach and community events (town hall meetings, county councils, tribal council meetings, Firewise community education meetings) on our current stewardship projects.
- Work with staff to expand capacity-building activities to support current and new collaboratives.
- Plan and facilitate workshops, webinars, and discussion forums on topics including GIS, post-fire recovery, and capacity building.
- Develop and send partner intake needs and interest forms.
- Develop webinars and workshops based on partner needs/intake responses.
- Produce an informational guide with a summary of resources for workshop sessions.
- Help develop stewardship agreements with our public lands' partners – forest service.
- Develop public-facing outreach communications and materials for various workshops, webinars, and discussion forums.

**Project Management: ~35%**

- Work on current and new projects in relation to Forest Health and wildfire.
- Project management training on one newly awarded grant.
- As part of a team, help coordinate and track 2-3 grant projects. Ensure the contracted objectives and deliverables are achieved effectively and efficiently.
- Collaborate with the team and partner stakeholders to facilitate support for the on-the-ground projects.
- Participate in building efforts, including integrating diversity, equity, and inclusion into program frameworks.
- Help prepare project reports for grant projects as needed.
- Wrap up fellowship with an end-of-year “assessment of needs” report for the Southern Sierra Partners.

**Miscellaneous Support: ~10%**

- Assist teammates with support tasks as needed.
- Prepare and assist with grant applications.

**Other: ~15%**

- The Fellow will have an average of approximately four hours per week to plan and participate in professional development opportunities that align with their goals as well as directly support their success at their host site. If there are professional development opportunities that are longer than 4 hours, the excess time will be subtracted during another week. One full workday per month (8 consecutive hours) to attend to Sierra Corps responsibilities, including our monthly meeting and a Fellow(s) respective professional development. These will most likely be scheduled as the last Wednesday of each month. The Fellow will develop monthly reports, and participate in monthly fellow meetings and check-ins with Sierra Nevada Alliance supervisors. They will also plan and budget their use of professional development stipend and complete timesheets.

**Required Qualifications:**

- Bachelor's degree in Forestry, Natural Resources, Environmental Science, or a related field.
- 1-2 years of combined experience with the following:

- Forest health monitoring and assessment
- Conservation planning
- Project management
- Natural Resource-based fieldwork
- Environmental analysis and research
- Ability to work independently and gather the necessary information to complete assigned tasks.
- Ability to work well within a team.
- Strong desire to work in a forest health-related career, ideally in the Sierra.
- Ability to commit to the term length.

**Desired Qualifications:**

- Strong communication and public speaking skills, in remote & in-person settings
- Experience or education in forestry and fire management or natural resources
- Familiarity with remote tech systems: zoom, Teams, Microsoft, Google
- Stakeholder coordination and writing skills
- GIS familiarity highly desired
- Experience in grant reporting
- Experience in grant time tracking

**YSRCDC website:** <https://www.ysrcandd.org/>

**Sierra Nevada Alliance Website:** [www.sierranevadaalliance.org](http://www.sierranevadaalliance.org)

**Sierra Corps Website:** [www.sierranevadaalliance.org/sierra-corps-forestry-fellowship-program/](http://www.sierranevadaalliance.org/sierra-corps-forestry-fellowship-program/)

**To apply:**

Please send a letter of interest and CV/resume to the SNA Forestry Program Director, Taylor Parker, PhD at: [Taylor@SierraNevadaAlliance.org](mailto:Taylor@SierraNevadaAlliance.org). Applications will be reviewed as soon as possible, and will continue until positions are filled. The ideal start date for this position is late March, early April 2024