



JOB ANNOUNCEMENT
Forest Stewardship Specialist, Full-time

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| <p>COMPENSATION AND BENEFITS</p> <ul style="list-style-type: none"> • Annual Salary Range: \$54,400 – 73,000 • 13.5 Paid Holidays, Annual Leave, and Sick Leave • Medical and Dental Insurance • Simple IRA Retirement Plan | <p>SCHEDULE</p> <ul style="list-style-type: none"> • 40 hours per week • Primary office hours Monday to Friday 8:00 am to 4:30 pm, with flexibility • Occasional evening and weekend commitments |
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The Whatcom Conservation District is looking for an experienced and enthusiastic natural resource management professional to serve in the role of Forest Stewardship Specialist. The Forest Stewardship Specialist will implement a new Forest Stewardship Program (Program) that seeks to promote and conserve resilient forests for multiple benefits and to reduce the risk of forest land conversion by empowering communities and forest landowners to become knowledgeable and successful stewards of forest resources. The individual serving as the Forest Stewardship Specialist is responsible for multi-faceted duties that require leadership, collaboration and problem solving, an elevated level of motivation, versatility and independence, and dedication to supporting recovery and maintenance of forest ecosystem functions within the boundary of the Whatcom Conservation District.

Position responsibilities include working collaboratively with the team of Puget Sound Conservation Districts (PSCD) stewardship foresters to continue to develop and implement the PSCD Caucus Regional Forest Stewardship Program, marketing program services and strategically engaging forest landowners in high-priority geographic areas of Whatcom County, providing technical services to small and non-industrial private forest landowners throughout the high priority geographies and other locales within the boundary of the Whatcom Conservation District, and improving stewardship of forest land and other natural resources such as surface waters and fish and wildlife habitat, and promoting forest conservation actions. There is an opportunity for growth in this position to build new partnerships and develop new funding proposals that will support the expansion of the Program and associated projects.

Ideal candidates for the position have strong forest and other natural resource management knowledge and experience combined with a passion for helping private land managers plan and implement practices to meet their land stewardship goals. They also demonstrate responsiveness to community needs through the development of public/private partnerships; possess strong

written and verbal communication skills; easily and meaningfully engage others; embrace diversity; work to achieve equity; and collaborate across internal and external teams to achieve goals and objectives.

The anticipated start date for the position is February 15th, 2024. The position is funded through grants and contracts and is subject to the “employee at will doctrine”

This announcement will remain open until the position is filled. Initial pull of applications for consideration will be January 8, 2024

JOB DUTIES

Forest Health/Stewardship Services (80%)

- Market forest health/stewardship (FH/FS) programs, communicate with non-industrial private forest (NIPF) landowners interested in FH/FS programs, provide resource materials, and connect landowners to FH/FS programs and services.
- Provide technical assistance to NIPF landowners seeking to improve their management of forest resources, restore fish and wildlife habitat, plant trees / reforest areas, and implement FH/FS management practices. Activities include conducting site visits, diagnosing and providing assessments of resource conditions, identifying management priorities, preparing project area maps, developing practice-related prescriptions.
- Provide technical assistance and planning support to communities on forest stewardship plans, fuels reduction projects, and forest stewardship projects.
- Prepare forest stewardship plans for NIPF landowners. Activities include conducting forest natural resource inventories, evaluating compiled data, and assembling data in forest stewardship plans. Forest stewardship plans prepared in association with the Program will meet the requirements set forth by Washington State Integrated Forest Management Plan Guidelines & Template, NRCS CAP106, NRCS National Forestry Manual Part 536 Subpart B.
- Support landowners on preparing and submitting cost-share applications and implementing funded practices. Activities include preparing FHM cost-share applications and Job Sheets associated with local, state and federal programs; supporting landowners with obtaining contractor estimates; providing ongoing technical assistance during and after the contract award process as needed.
- Support landowners with accessing and enrolling in Open Space Taxation programs such as the Timberland Program, Designated Forest Land Program, and other “current use” programs that may exist.
- Connect landowners with other natural resources specialists, agencies, and programs that furnish technical/financial assistance, provide public/private partnership funding and offer other incentive programs.
- Assist landowners in obtaining permits and complying with state and local regulations such as a local Critical Areas Ordinance and the Forest Practices Act.
- Support recipients of cost-share funding to ensure effective and complete installation of funded practices. Activities include providing guidance on practice implementation and construction specifications to meet NRCS standards; supporting implementation of forestry projects; and responding to questions and concerns regarding cost-share award details.

Program Administration (10%)

- Work as a member of the PSCD Regional Forest Stewardship Program Team (Team), collaborate with other Team members to build-out and standardize PSCD regional forest stewardship services, integrate forest health / forest stewardship (FH/FS) programming within the boundary of Whatcom Conservation District, and identify and develop funding sources that extend the scope and scale of the regional program.
- Support development of Program-associated policies, procedures, systems, and resources to ensure effective, efficient, and standardized program delivery across all conservation district boundaries, meet strategic goals, and address local and regional forest management priorities. Activities include identifying priority geographies for service delivery and strategically engaging landowners in those geographies.
- Work with District management on developing, updating and adopting FH/FS policies.
- Coordinate Program activities to meet Program objectives and grant requirements on time and within budget; document activities and accomplishments; evaluate Program impact; and prepare Program reports.
- Organize effective internal cross-program and external cross-agency collaboration to support successful Program processes and work products.
- Perform office and administrative tasks. Activities include maintaining and updating Program and project records, processing expense documentation, and assisting with grant activity documentation, billings, and close-out reports.

Outreach (10%)

- Participate in outreach, media and education events, such as workshops, fairs, Forestry Field Days, by presenting and sharing information related to FH/FS topics, writing fact sheets and articles, assisting with development of publications such as landowner testimonials, and developing communications materials to market Program services, and assisting with creation of digital content, such as videos, landowner spotlights, and social media posts to share across platforms and engage a larger audience.
- Represent the District in public meetings and serve as a liaison at stakeholder meetings and events.
- Contribute to the development of a forest landowner communications strategy and contribute to implementing the plan.

The job duties listed above are examples and illustrations of the various types of work performed by the position. The omission of specific job duty statements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS

Resource Specialist - Band C1, Non-Coordinating

- Desire a bachelor's degree from a regionally accredited institution in Forestry or a closely related field of study with three years of professional experience in forestry, forest management, silviculture, terrestrial / plant ecology, botany, upland habitat restoration and with two of the three years of experience directly related to the duties of the position.

Will accept a 2-year technical degree with five years of professional experience and three of the five years of experience directly related to the duties of the position.

Will accept individuals without a degree and with eight years of professional experience and six of the eight years of experience directly related to the duties of the position.

A master's degree with a concentration in Forestry or a closely related field of study may be substituted for one year of experience.

- Currently hold or can obtain a valid Washington State Driver License

ADDITIONAL QUALIFICATIONS

- Working knowledge of regional forest conservation priorities, conservation strategic plans, and local natural resource concerns
- Working knowledge of forest management principles, strategies and practices to plan and implement forest stewardship activities in rural and peri-urban landscape settings
- Experience or requisite skills to provide forest management consultations based on in-field forest and natural resources data collection and conditions assessments, including demonstrated use of forest mensuration tools and equipment
- Experience evaluating and analyzing tree and forest health conditions and associated tree-related risks, developing management recommendations, and implementing forest or other ecosystem restoration practices and projects
- Demonstrated knowledge and experience in forest management activities such as forest road design and construction, timber management planning and harvest, silviculture, arboriculture, and reforestation
- Demonstrated knowledge and experience using of Geographic Information Systems (GIS) in office settings and operating Geographic Positioning Systems (GPS) in the field settings
- Knowledge of the safety practices and procedures followed in forest resource management operations
- Demonstrated understanding of Washington DNR Forest Practices Board rules and implementation guidance, familiarity with Washington DNR Forest Practices application procedures, and knowledge of other local, state and federal regulations affecting forest land management
- A track record of successfully engaging and facilitating collaboration with small and nonindustrial forest landowners seeking to improve forest resources and implement forest conservation practices
- Familiar with local, state and federal landowner incentive programs and current use programs, and working knowledge of Small Forest Landowner Office Capital programs
- Demonstrated comprehensive project management approach, including strong project supervision and prioritization, goal analysis, budget management, and project evaluation
- Demonstrated ability to work independently and manage workload, schedule, and resources to meet deadlines and achieve goals
- Demonstrated ability to effectively perform multiple responsibilities simultaneously and/or frequently moving from one activity to another without losing focus

DESIRABLE SKILLS AND EXPERIENCE

- Certification by the Society of American Foresters at the Certified Forester® level
- International Society of Arboriculture Certified Arborist
- Knowledge of natural resource management priorities in the Puget Sound region
- Understanding of the challenges and needs of the local NIPF landowner community
- Familiarity with the National Resource Conservation Service Conservation Stewardship Program (CSP), Environmental Quality Incentives Program (EQIP) and Wildlife Habitat Incentives Program (WHIP)
- Basic skills using ArcGIS mapping software
- Demonstrated ability to motivate individuals and influence the adoption of natural resource management practices
- Experience bringing together diverse partners and stakeholders
- Knowledge and skills in conflict management
- Knowledge of the conservation district system and local, state and federal partners

ESSENTIAL JOB FUNCTIONS

- Work under tight deadlines and manage conflicting demands while successfully operating in a dynamic work environment with minimal direction from supervisor
- Share a vision and passion for natural resource management and conservation practices with diverse populations, using educational concepts and values along with persuasive skills
- Communicate in a clear and confident style
- Collaborate with staff, interns, private landowners, and other customers and stakeholders to produce high quality, cost-effective work products
- Present program information in public settings and meetings; prepare professional and informative written documents and reports
- Track work progress, prepare and record program/project data, maintain thorough and organized records
- Travel to various locations throughout Puget Sound region and occasionally throughout the state
- Occasionally work weekend and weekday evening events
- Apply appropriate safety practices in the field and in the office
- Perform physical work in all weather conditions, routinely work on rough or uneven terrain, periodically work around large livestock
- Lift up to 40 pounds

WORKING CONDITIONS

This position involves office work and field work throughout all seasons. The position will have an assigned desk, telephone, and computer at the Whatcom CD office. The Whatcom CD office is the primary work station for this position, and is a smoke-free and drug-free environment. The position involves computer work which may include long periods sitting, typing and reading from a computer screen. Travel to offices of partner organizations and agencies may be required.

Availability for evening and weekend work and overtime hours may be required of this position as is occasional overnight travel to attend meetings.

APPLICATION PROCESS

Submit a cover letter describing availability, interest and qualifications for the position, a current resume, and three professional references, including name, affiliation, address, and phone number.

[Submit all materials as PDF via this application portal.](https://app.smartsheet.com/b/form/3067dadad6f841f7a15aaeeb79bd8e00) (Full application portal address is <https://app.smartsheet.com/b/form/3067dadad6f841f7a15aaeeb79bd8e00>)

Application Deadline: January 8, 2024 *(first pull date)*

Interviews: Week of January 22, 2024

Anticipated Start date: February 15, 2024

POSITION CONTACT

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To learn more about Whatcom Conservation District visit www.whatcomcd.org

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