



Position Description

Sierra Corps Forestry Fellowship

Position Title: Forest Health Project Specialist

Host Site: Coarsegold Resource Conservation District

Site Supervisor: Jon Cottingham

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

Position Location: Remote and on-site, Eastern Madera County

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 Coarsegold Resource Conservation District.

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 in February 2024 and will conclude upon completion of 1920 hours, approximately January 2025. **Position begins mid- to late- February 2024.**

Host Site Description:

Coarsegold Resource Conservation District (CRCD) is a special district of the State that has existed in Madera County since 1966. The CRCD is solely grant funded and ran by a volunteer Board of Directors. Because of this, the RCD has remained small over the years. The first employee was hired in 2018. Currently, we have two full time employees and two employees that act as part time employees/consultants.

Position Description:

CRCD, as a prospective host site for a Sierra Nevada Alliance Fellow, seeks a highly motivated Forest Health Project Specialist to assist in administration and implementation of Fire Prevention and Forest Health projects on private property. The successful applicant will be involved in creating FireWise community protection plans, forest management plans, defensible space assessments, and assistance in hosting community outreach, education, and restoration events. The Fellow will work collaboratively with partner organizations and agencies to provide input on technical documents and reports for our developing planning and advisory collaborative, which consists of all major stakeholder agencies, special districts, and public service entities in Eastern Madera County. These organizations include but are not limited to CAL FIRE, USFS, Eastern Madera Fire Safe Council, Madera County, USDA NRCS, Yosemite Sequoia RC&DC, Sierra Nevada Conservancy, Sierra Nevada Alliance, Yosemite Gateway Prescribed Burn Cooperative, local land Owners, Red Cross, and others.

This Fellowship collaborates closely with Eastern Madera Firesafe Council (EMCFSC) to develop policies and procedures and Grant Management handbook. The successful candidate will draft and develop program management policies and handbooks for CRCD. These policies and handbooks will be developed in close collaboration with Eastern Madera Fire Safe Council's staff and SNA Fellow, and both organizations will utilize this deliverable in future staff training.

Responsibilities

FireWise Community Surveys (20%)

- Correspondence with Resident Leaders. (depending on needs)
- Occasional Site Visits for project planning/mapping.
- Collaborate with CRCD's FireWise Coordinator to create community planning documents for each of Madera County's 23 FireWise communities.

Project Monitoring/Defensible space assessments (15%)

- Conduct project site visits to determine quality of work and treatment progress.
- In-house training on WFAP Defensible Space/Home Hardening Assessment.
- Conduct WFAP assessments for FireWise community members (community mapping and data collection).
- Conduct WFAP assessments for participants in Fork Fire recovery and Eastern Madera Fire Prevention Assistance Program (project mapping and data collection).
- Conduct WFAP assessments for public (education and FireWise community outreach).

Mapping (10%)

- Use WFAP Data, along with Gaia, ArcGIS, and Avenza to map Firewise members, program participants, and WFAP assessment participants for grant reporting and future opportunities/assistance.
- Support development of strategies for collecting and organizing data depending on project goals.

Event Planning and Attendance (10%)

- Coordinate and Communicate with FireWise Community Leaders to plan community meetings and/or training opportunities.
- Assist CRCD team with facilitating educational meetings/events for all current projects at schools, local events, etc.

Grant reporting (5%)

- Coordinate with CRCD staff to aid in any necessary grant reporting.

Time tracking and reporting (5%)

- Track daily activities.
- Track mileage and expenditures.

Collaborate with EMCFSC in drafting program management policies handbook (10%)**General administrative (10%)**

- Attend meetings with CRCD and Partners.
- Coordinate and communicate with CRCD and EMCFSC team members to ensure successful project implementation.

Professional Development and Sierra Nevada Alliance (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:

- Proficiency in ARC GIS Pro
- Experience in grant reporting
- Experience in grant time tracking
- Experience in community outreach

Location and Working Conditions:

Eastern Madera County is located in the Central Sierra Foothills at the southern gate to Yosemite National Park. Currently, the position is based remotely but will include site visits to project sites for defensible space assessments, outreach events, and inspections of subcontractor performance. The candidate should be willing to live in or near Eastern Madera. The location may change to an in-office position if necessary or desired.

CRCD: www.crcd.org

Sierra Nevada Alliance Website: www.sierranevadaalliance.org

Sierra Corps Website: 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. Applications will be reviewed as soon as possible, and will continue until positions are filled. The ideal start date for this position is mid to late February 2024.