

Staff Position Description

Title: Fire and Forest Management Program Manager – Conservation Corps North Carolina
Starting Salary Range: The starting salary range for this position will be in the \$49,969 to \$57,895 range depending on experience, education, and skills relevant to the position. Please note that the indicated starting salary range describes the range for an incumbent in this position. Most new staff generally start at the beginning of the range percentile to ensure internal salary equity.

Location: Durham or Raleigh, NC and Partially Remote Eligible

Status: Full-Time, Non-Exempt

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off *per Personnel Policies*

Reports to: Program Director – Conservation Corps North Carolina

Organizational Summary:

Conservation Legacy is a nationwide youth development and conservation non-profit that engages participants in diverse conservation and community projects that serve public and private lands. Through the mission of engaging future leaders who protect, restore and enhance our nation's lands through community-based service; Conservation Legacy works toward a world with healthy lands, air and water; thriving people and resilient communities.

Conservation Corps North Carolina (CCNC) is a program of Conservation Legacy. The mission of CCNC is to empower young adults through meaningful outdoor work that benefits North Carolina's land and water and creates healthy communities. CCNC partners with public land managers in North Carolina to engage motivated youth and young adults to complete challenging and impactful conservation service projects throughout the region. Projects may include trail construction & maintenance, habitat improvement, hazard fuel reduction, and ecological restoration. Crews and Individual Placement interns may also complete technical and/or specialized projects depending on project partner needs. CCNC operates programs statewide and year-round with nearly 200 program participants and leaders served in 2022.

Position Summary:

The Fire and Forest Management Program Manager (PM) leads CCNC's statewide fire and forest management program operations. The PM's primary focus is to create and maintain safe, quality, and highly effective operational programming for young adult fire and forest management crews while sustaining project partnerships with land management agencies, municipalities, and non-profits. The PM will ensure that CCNC's fire and forest management crews meet objectives set both by CCNC and associated project partners including independent burn bosses, the Sandhills Prescribed Burn Association, the NC Wildlife Resources Commission, and the North Carolina Forest Service.

The PM will supervise and mentor fire and forest management crews including coordination of their training, scheduling of their project work, and management of their learning and development. The primary duties related to crew management will include regularly scheduled field visits to crews, administrative duties related to project preparation for crews, facilitating fire and forest management related trainings, member and leader mentorship, gear and equipment management, daily logistics coordination and planning, and recruitment.

Additionally, The PM will often serve as a representative of CCNC in partnerships, organizations, and efforts around the use of fire and forest management practices including the North Carolina Prescribed Fire Council and will be expected to work collaboratively across Conservation Legacy with staff of sibling programs to improve organization-wide policies and practices.

Essential Responsibilities and Functions:

Leadership & Management

- Manage a high-quality CCNC program that supports exceptional forest management training and on-the-ground project accomplishments.
- Oversees forest management project crew work including site visits, creation of project specifications, project scheduling, and management.
- Coordinate prescribed fire operations and activities on low and moderate complexity burns including schedule decision making based on burn conditions and available resources. Work closely with burn bosses/NC Certified Burners leading each burn.
- Keep current on internal and external developments in the field of prescribed fire management to maintain program excellence.
- Maintain fire personnel training certifications and qualification records, position task books, fitness test documentation, and compile regular updates of information for IQS database.
- Ensure crew members and staff remain current in trainings/qualifications and coordinate trainings as needed with partners. Work with training systems including Fire in the Field and NIMS.

Partner Relations & Communications

- Build and cultivate positive and trusting relationships with forest management partners and landowners with a high sensitivity to past injustices some landowners have experienced.
- Manage continuous and effective communication, collaboration, and consensus building internally with CCNC staff and crew and externally with forest management cooperative partners and landowners.
- Represent CCNC in relevant conservation and fire partnerships and continuing education opportunities.
- Pursue project work and partnerships that create diverse, inclusive, and equitable forest management work with landowners, particularly those that have historically been

ignored, to ensure the program advances natural resource diversity, equity, and inclusion goals.

- Work with CCNC staff to identify and implement communication objectives to advance CCNC's fire and forest management programs including marketing, press, branding, and social media.

Administrative Duties

- Record, maintain, and monitor project data and records including entering appropriate data into internal databases.
- Review and monitor program and crew expenses to ensure responsible budget management.
- Complete timely project reporting to support invoicing and agreement requirements in compliance with Conservation Legacy policies and procedures.
- Oversee collection of project accomplishments and create timely reports with the information for funders, partners, and landowners.

Organizational Advocacy

- Successfully engage, lead, and support an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Lead and/or participate in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Report any potential complaints within the organization as identified in the Personnel Policy Manual.
- Assist or lead other responsibilities, as assigned.

Other "Hats" You May Wear: Customer Service, Relationship Development, Marketing, Administrative, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor

Physical Requirements:

*Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. This position requires overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the PD is required to sit, stand, walk, speak, and hear. The PD may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she/they must be able to operate office equipment, telephone, and computer. The PD may be required to lift up to 50 pounds unassisted. The ability to drive an organizational vehicle is also required. **Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.***

If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.

Required Qualifications:

- Experience conducting prescribed burns and interpreting written prescribed burn plans.
- 5+ years working in fire operations and science or related experience in forest management.
- Familiarity with forest management practices including timber stand improvement, forest restoration, and reforestation.
- Knowledge of operation and maintenance of fire and forest management tools such as drip torches, chainsaws, PPE, and remote field communication equipment.
- Experience in personnel management and proven ability to keep others, in remote locations, accountable to expectations.
- Ability to perform administrative duties such as data collection and project accomplishment reporting with strong written and verbal communication skills.
- Ability to effectively work on diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- Ability and willingness to work in a team environment and to carry out assigned work independently or with minimal supervision as needed.
- First Aid/CPR certification or the ability to obtain certification within 60 days of hiring.
- U.S. Citizenship or Legal Permanent Residency Status
- High school diploma or GED
- Valid driver's license, insurable driving record and ability to pass Conservation Legacy's criminal history checks.
- Must be able to pass the organization's criminal history check and driving record requirements.
- Proficient in all Microsoft Office Suite applications and ability to manage information in an organizational database.

Preferred Qualifications:

- Familiarity with North Carolina ecosystems, conservation organizations, and opportunities relevant to CCNC's work.
- Previous experience working with federal, state, and other conservation partners, particularly in North Carolina.
- Experience in youth development and/or with conservation corps.
- Associates or higher degree in Forest Management or similar conservation field.
- Ability to maintain a Firefighter Type II with Moderate or Arduous Duty physical fitness standards.
- Ability to maintain S-212 chainsaw operation certification.
- NC Pesticide Applicator certification and license or willingness to obtain.
- Experience in wildland firefighting.

Other Competencies Desired for this Position's Success: Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

To Apply:

Send cover letter **and** resume to Jessie Birckhead at jbirckhead@conservationlegacy.org

Subject line includes "Applicant_ (Your Name)".

Cover Letter must include a response to the following: *Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.*

Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.