

# Staff Position Description

MISSION: FOSTERING CONSERVATION SERVICE IN SUPPORT OF COMMUNITIES AND ECOSYSTEMS

VISION: A LEGACY OF HEALTHY LANDS, AIR AND WATER; THRIVING PEOPLE AND RESILIENT COMMUNITIES

Title: **Forest Cooperative Project Director**

**Reports to:** Conservation Corps North Carolina Director

**Starting Salary:** Group C+, starting at \$45K annual

**Location:** Durham, North Carolina

**Status:** Full time, Exempt, Full Benefits per Personnel Policies

## Summary:

The Forest Cooperative Program Manager will manage a new program that will utilize CCNC AmeriCorps members to provide forest management work to public agencies and private landowners enrolled in USDA programs. The Manager will help the CCNC Corps Director manage a partnership between Conservation Corps North Carolina (CCNC) and the North Carolina State University (NCSU) Natural Resources Foundation to launch the program and facilitate a variety of partnerships with other natural resource agencies. The Manager will be responsible for the CCNC's 12-month forest management crew, including their training, leadership development, day-to-day activities, project work, safety, risk management, record-keeping, communication with landowners, and member growth and development. The Manager will be responsible for working with the NCSU Forest Manager, NCSU Forest Assets Team, and natural resource cooperators such as the North Carolina Forest Service and United States Forest Service to coordinate and supervise forest management projects, including prescribed burns, that accomplish shared strategic forest management and land management objectives. The Manager will pursue new grants and agreements with partners and private landowners to build out the program and be responsible for the implementation of those agreements. The position requires a variety of technical competencies, soft skills, entrepreneurial spirit, a passion for forest management work, business acumen, and a love for working and mentoring young professionals.

## Essential Responsibilities and Functions:

### Development & Communication

- Identify and develop project agreements with landowners with the objective of creating multi-year long-term agreements and creating a long-term sustainable regional forest management service program.
- Keep private landowners and public agencies informed of activities, needs, risks, and accomplishments on a timely basis.
- Work with CCNC and NCSU staff to coordinate and review innovative private and public funding streams to support the long-term objectives of a sustainable regional forest management program.
- Pursue projects 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.
- 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.
- Work with CCNC staff to identify and implement communication objectives to advance the program including marketing, press, branding, and social media.
- Be accountable for corps' internal communication and feedback, ensuring it is received, shared, and retained utilizing communication channels such as staff meetings, direct report check-ins, MS Teams, All Staff meetings, e-mail, surveys, etc.

### **Leadership & Management**

- Develop strategies with the CCNC Corps Director, NCSU Forest Assets Team, and natural resource cooperators that achieve shared forest management goals and program financial sustainability.
- Manage a high-quality CCNC program that supports exceptional forest management strategic and project specific accomplishments.
- Work with public and private landowners to create forest management project work and financial agreements to fulfill Natural Resource Conservation Service agreements.
- Oversees the crew's forest management project work including site visits, creation of project specifications, project scheduling, and management.
- Direct prescribed fire operations and activities on low and moderate complexity broadcast burns; Responsible for safe and effective fire operations.
- Coordinates necessary fire suppression activities (i.e. prescribed fire contingency response.)
- Prepare and provide technical review of Prescribed Burn Plans and other forest management plans, ensuring notifications are made for all reportable fire incidents and oversee needed internal reviews.
- Keep current on internal and external developments in the field of wildland fire management in order to maintain excellence the program.
- Perform other duties when conditions are not conducive to prescribed fire, including but not limited to: assisting with or overseeing forest management operations including site preparation, herbicide application, tree planting, thinning, final harvesting, timber inventory, mapping, boundary line maintenance, timber stand improvement, trail and road maintenance, invasive species control, building and ground maintenance, interacting with administration, faculty, and members of the public and certification entities.
- Maintain fire personnel training certifications and qualification records, position task books, fitness test documentation, and compile annual updates of information for IQCS database.
- Ensure crew members remain current in trainings/ qualifications.

### **Finance & Reporting**

- Record, maintain, and monitor project data and records.
- Prepare landowner project budgets and agreements.
- 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.
- Effectively lead CCNC crew leader and member to achieve programmatic and organizational outcomes related to their positions.

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- Oversee collection of project accomplishments and create timely reports with the information for funders, partners, and landowners.

### **Other Duties**

- Successfully engage, lead and support an inclusive CCNC work environment, especially for members from underrepresented populations.
- Lead and/or participate in organizational-wide teams, projects and initiatives that support the work of CCNC goals.
- Cultivate a positive environment on the CCNC crew in which the leader and members feel supported in achieving their personal and professional goals and gain both technical and interpersonal skills.
- Work in a dynamic, rapidly changing, and challenging environment that requires flexibility, adaptability and willingness to work a varying schedule.

### **Required Qualifications**

- Experience in personnel management and ability to perform administrative duties.
- Valid driver's license and an insurable driving record.
- U.S. Citizenship or Legal Permanent Residency Status
- High school diploma or GED
- Ability and willingness to work in a team environment.
- Strong written and verbal communication skills.
- 1-2 year training in fire operations, science-related field or similar field or related experience in land management.
- Experience writing and conducting prescribed burn plans, and participation in a total of at least 20 prescribed burns.
- Background Checks: All offers of employment are conditional upon completion of an acceptable check of the National Sex Offender Public Registry and Federal Criminal History Check
- First Aid/ CPR certification
- Arduous Duty physical fitness standards and fire qualifications maintained at all times.
- Single Resource Boss (Engine Boss is preferred, Firing Boss (FIRB))
- NC Certified Burner
- NC Pesticide Applicator's License
- Desire to continue development and obtain further training, licensing and certifications.
- May be required to obtain other related licenses and certifications upon employment such as registered forester, NWCG Prescribed Fire Burn Boss Type 3 (RXB3), CDL.
- Strong written and verbal communication skills.
- Willingness to learn and be part of a dynamic and evolving program.

### **Physical Requirements:**

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions this position is required to sit, stand, walk, speak and hear. This position *may* be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. They must be able to operate office equipment, telephone, and computer. 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.**

### **Minimum Qualifications:**

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- Exhibits the ability to effectively work on diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Minimum of 2 years of experience in youth development or corps field.
- Experience with influencing diverse groups of employees to achieve common goals.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to carry out assigned work independently or with minimal supervision.
- The ability to communicate effectively, manage complexity cultivate innovation, drive and influence results of oneself and others.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- Familiarity with Microsoft Office programs and applications, or similar platforms.
- Ability to keep others, in remote locations, accountable to expectations.
- Must be able to pass the organization's criminal history background check requirements.
- Experience leading Conservation Legacy programs, members or administrative systems.

#### **Preferred Qualifications:**

- Previous experience with federal partners.
- Degree in Forest Management.t
- Qualified NWCG Prescribed Fire Burn Boss, Type 3 (RXB3) or Type 2 (RXB2).
- Experience in wildland firefighting.
- Experience operating and maintaining various types of field equipment associated with prescribed burns in a safe and efficient manner (tractors, dozers, fire engines, pumps, chainsaws, hand and power tools, etc).
- North Carolina Registered Forester or willingness to register within a year of employment.
- NC Pesticide Applicator certification and license.
- Certified Wilderness First Responder and/or EMT Certification.
- Ability to evaluate inputs in a rapidly changing work environment and make decisions that affect the safety and work of employees.
- PC familiarity, including database knowledge, in order to maintain preserve records.
- Desire and experience with public outreach and education regarding fire control and management, as well as other forest management operations
- Sense of humor and desire to make a positive difference in people and on the land.

**To Apply:** Send Cover letter and resume to Gail Loveland Barille at [gbarille@conservationlegacy.org](mailto:gbarille@conservationlegacy.org) and include the word "Applicant" in the subject line.

- The Cover Letter must include a response to the following question: ***Provide some examples of your experience working effectively with diverse communities, including those specific to the BIPOC community & 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, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.*

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