



Clear Lake Environmental Research Center

PO Box 636
Lakeport, CA 95453
www.theclerc.org

Job Announcement: Fire & Forestry Project Coordinator

CLERC seeks a Fire and Forestry Project Coordinator to work closely with CLERC staff including the Fire and Forestry Program Manager, and partners to support our Fire and Forestry Programs.

Organization Background:

The Clear Lake Environmental Research Center (CLERC) is an environmental non-profit organization based in Lake County, California. We serve as a steward for environmental and economic sustainability of Clear Lake, its neighboring lands and waters, local communities, and beyond. We manage a series of community-wide grant-funded forestry projects that focus on fuel reduction, reforestation, prescribed fire, prioritization planning, workforce development, and community involvement.

The CLERC Fire and Forestry Program core functions include cooperative cross-boundary planning and project design, landowner engagement and technical assistance, project prep and layout, and project implementation (accomplished with public agency crews and private contractors). Along with primary forestry and fuels management functions, the program also encompasses botany and wildlife functions, and works in close coordination with community partners to accomplish complex resource benefit objectives at the project, community, and landscape scale.

Reports to	Program Manager and/or Executive Director
Job Type	Full-time (30-40 hours/week) depending on workload, non-exempt
Location	This position is based at CLERC's office in Lakeport, California. Occasional travel within Lake County and beyond.
Salary	\$31-\$42/hour. Commensurate with experience and qualifications.
Physical Requirements	Valid driver's license. Ability to carry boxes weighing 25 lbs. Ability to participate in meetings with partners at various community locations.
Other Requirements	BS Forestry, Environmental Science or a related field, or equivalent experience



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Summary of Duties and Responsibilities:

- Work closely with partners including the U. S. Bureau of Land Management (BLM), U.S. Forest Service, CAL FIRE, other state and local agencies and local Fire Safe Councils.
- Meet with landowners to discuss goals and objectives and work out logistical elements of tree/brush removal, reforestation and prescribed fire.
- Conduct forest inventories and analyze forest inventory data.
- Develop California Forest Management Plans (CFMP) for landowners.
- Interface with landowners and contractors, develop scopes of work and budgets, and draft project contracts and agreements.
- Coordinate the development of projects and logistics for project implementation.
- Coordinate with project partners and consultants to develop environmental documentation and permits (CEQA, NEPA, etc.).
- Represent CLERC, its partners and funders in a positive and proactive manner.
- Contribute to additional CLERC programs (as appropriate based on skills and interests).

Qualifications:

Fire and Forestry Project Coordinator – this position helps out with all aspects of the Fire and Forestry Program.

- Familiarity with the Natural Resource Conservation Service (NRCS) Environmental Quality Incentives Program (EQIP) and CAL FIRE California Forest Improvement Program (CFIP) preferred.
- Ability to identify California native tree species in all stages of development required.
- Ability to identify native and non-native plants preferred, but will provide training.
- Ability to identify birds by sight and sound preferred, but will provide training.
- Knowledge of environmental rules, regulations and standard documents (CEQA, NEPA, etc.).
- GIS/mapping skills required.
- Strong computer skills, including Microsoft and Google products.



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- Physically able to work in the field during all seasons, such as hiking through burned and unburned landscapes.
- Creativity, sense of humor, “can do” spirit, collegiality, flexibility, strong desire to lead.
- Valid CA driver’s license.

Education and Experience:

- 1-2 years of related experience.
- Degree preferred, but not required; can substitute relevant experience for education.

Salary and Hours

The Project Coordinator is a full time position (30-40 hours a week) depending on workload. Some job-related travel is required and will be billed on a cost reimbursable basis. Salary range is \$31-\$42/hour and will be commensurate with experience and qualifications. Benefits package (after a 30-day probationary employment period) includes paid health and dental. Paid vacation and 401k retirement plan available after 90 days.

Email your cover letter, resume including references to tracy.cline@theclerc.org, or call 707-245-9938 for more information.

Applications will be reviewed immediately. Position is open until filled.