



**Job Description: Fire & Forestry Program Manager**

<b>Reports to</b>	Executive Director
<b>Job Type</b>	Full-time, non-exempt
<b>Location</b>	This position is based at CLERC’s office in Lake County, California. Occasional travel within Lake County and beyond.
<b>Salary</b>	\$27-\$35/hour. Commensurate with experience and qualifications.
<b>Physical Requirements</b>	Valid driver’s license. Ability to carry boxes weighing 25 lbs. Ability to participate in meetings with partners at various community locations.
<b>Other Requirements</b>	BS or MS in Forestry or a related field, along with thorough knowledge of the California Forest Practice Act regulations.

**Background:**

The Clear Lake Environmental Research Center (CLERC) is an environmental non-profit organization based in Lake County, California. CLERC is coordinating projects throughout Lake County to help combat the impacts of wildfire, promote healthy regeneration of burned areas, and make the unburned forest and woodlands fire resilient. CLERC will be managing a series of community-wide grant-funded fire resiliency projects including fuel reduction, reforestation, prescribed fire, prioritization planning, workforce development, and community involvement.

CLERC seeks a Fire and Forestry Program Manager to work closely with CLERC staff and partners to lead forest health and wildfire resiliency programs in Lake County, and surrounding areas. We are looking for a Program Manager with a strong background in forestry and conservation planning to support the CLERC mission.

The ideal candidate should have excellent verbal and writing skills along with a BS or MS in Forestry or a related field, and a thorough knowledge of the California Forest Practice Act regulations. Experience with overseeing project implementation, and managing contracts and subcontractors is essential, as is a demonstrated ability to be self-directed while working collaboratively with other staff members.

**Summary of Duties and Responsibilities:**

1) Leadership and Management:

- Work closely with partners including the U. S. Bureau of Land Management (BLM), U.S. Forest Service, CAL FIRE, and local Fire Safe Councils.
- Collaborate with partners and stakeholders to develop, fund and implement priority forest health and fuel reduction projects such as vegetation management for defensible space



(countywide chipping program), strategic fuel breaks, pile burning, prescribed burning, forest stand improvement, invasive species removal and management and tree planting.

- Coordinate the development of project designs and logistics for project implementation.
- Coordinate with project partners and consultants to develop environmental documentation and permits (CEQA, NEPA, etc.)
- Conduct or oversee monitoring activities, including photo, biological, and archaeological monitoring.
- Manage contracts with funders, subawardees, consultants and subcontractors.
- Provide oversight of implementation activities.
- Manage budgets, invoicing and reporting.
- Manage communications between project partners and stakeholders.
- Respond to landowner requests for technical assistance as appropriate, including site-specific forest management practices and conservation planning, feasibility analysis, and pre-design work.
- In collaboration with landowners, support contracted Registered Professional Foresters with development of Forest Management Plans, CEQA mitigation surveys and flagging, and site monitoring.
- Provide technical input to regional forest health project prioritization processes.
- Contribute to grant proposals as part of the CLERC team. Proactively identify, solicit and expand upon funding and partnership opportunities for forest health and fire resiliency programs primarily in Lake County.
- Write reports and complete and submit deliverables to meet grant requirements.

2) Ambassadorship: Represent CLERC's mission and programs accurately to a variety of community stakeholders.

- Conduct outreach and build relationships with landowners and community groups.
- Represent CLERC, its partners and funders in a positive and proactive manner.
- Contribute to additional CLERC programs (as appropriate based on skills and interests).

### **Knowledge, Skills & Experience:**

#### **Required**

- Bachelor's degree or higher in forestry, environmental science, or related field.
- 5 + years of relevant professional experience.
- Knowledge of forestry, vegetation management, wildfire behavior, watershed stewardship and conservation, resource management, basic hydrology, basic soil science, native plant and animal communities, and/or forest ecology.
- Ability to work independently and as part of a team. Experience working collaboratively within partnerships including landowners, researchers, public agencies, and others.
- Highly motivated, organized, and self-directing with the ability to prioritize and coordinate workload to fulfill deadlines. Project goal oriented with initiative in fulfilling programmatic and grant-related obligations.



- Strong oral and written communication skills and ability to work with a variety of people with diverse interests and temperaments.
- Strong computer skills, including Word and Excel.
- Proficiency with ArcGIS and GPS.
- Physically able to work in the field (climbing in and out of streams, lifting, carrying supplies and equipment, planting, etc.) during all seasons.
- Creativity, sense of humor, “can do” spirit, collegiality, flexibility, strong desire to lead.
- Valid CA driver’s license and current auto insurance.

**Preferred**

- Graduate degree in forestry, environmental science, or related field.
- Experience working on federal lands highly desirable.
- Minimum 5 years of relevant work experience.
- Registered Professional Forester or related certification.
- Familiarity with local threatened and endangered species, including habitat needs and legal protections.
- Familiarity with local, state, and federal permits required for vegetation management and restoration projects. Understanding of permit requirements and application processes for conservation projects.
- Experience working with fire safe councils, watershed groups or other conservation groups.
- Experience managing grants and reporting.