Vacancy Announcement: Stewardship Forester

About the Clark Conservation District
Clark Conservation District was established in 1942 and is a legal sub-division of state government that administers programs to conserve natural resources. We are a non-regulatory political subdivision of state government created to bridge the gap between local landowners and state and federal government. We work to conserve the natural resources of Clark County. Our work improves both rural and urban communities to benefit the health and well-being of our residents. Clark CD consists of a small and collaborative team of dedicated staff focused on providing technical assistance, cost share, and building programs that serve our community and the natural resources in Clark County. We are governed by a five-member volunteer Board of Supervisors.

Nature & Purpose of the Position
The Stewardship Forester works with non-industrial private forest landowners providing technical assistance, best management practice specifications, and writing forest management plans. This position provides on-site professional forest management advice to support individual landowner objectives, including recommendations regarding forest health, wildlife, water quality, and fire risk assessments.

This is a self-directed professional position responsible for assessing and responding to landowner and land manager needs and requests. The Stewardship Forester also collaborates with WSU Extension Forestry, USDA-NRCS, DNR, WDFW, and other conservation districts to develop and deliver educational programs and materials for private forestland owners. On a regular basis, it is expected that this position will proactively coordinate with the other district foresters and other technical experts in SW Washington and statewide. The Stewardship Forester is independently responsible for program implementation in a large geographic area. The Stewardship Forester reports to the Working Lands Program Manager and is a member of a technical staff team.

Position Details
Position Type: Full Time (40 hours/week) with benefits
Compensation: Paid hourly depending on experience: $24.00 to $30.00
Duration: Funded through September 2023. An extension is possible and is dependent on securing grant funding, which can be influenced by a successful program.

Primary Job Responsibilities
The primary responsibility of the Stewardship Forester is to work directly with small forest owners/operators within Clark Conservation District. The measurement of success is forestry plans and practices applied on the land to improve forestry operations via water quality, wildlife habitat, and soil health. The Stewardship Forester will work with private landowners to develop and implement forest stewardship plans for wildfire resilience and forest health. They will field technical assistance requests, complete site inventories, write forest stewardship plans that recommend forest management actions, identify cost share opportunities, assist landowners
through the cost share process, and guidance during the implementation of forest management practices. This position will also provide support to partner organizations around forest stewardship issues and work with communities on wildfire resilience.

Additional responsibilities include participating in the development and delivery of outreach and engagement strategies, participation in education events such as workshops, fairs, and field days by presenting and sharing information on stewardship and forest land conservation, writing fact sheets and articles, assisting with the development of publications, and developing other communications materials to promote the program’s services.

The Stewardship Forester will be expected to:

• Write comprehensive Forest Management/Stewardship Plans that meet requirements set forth by:
  - Washington State Integrated Forest Management Plan Guidelines & Template
  - NRCS CAP106 Guidelines
• Provide on-site forestry and wildlife habitat technical assistance.
• Work collaboratively with agencies, landowners, and District staff to achieve conservation goals.
• Provide information and assistance with available cost-sharing programs.
• Outreach extensively for this program and provide and participate in opportunities for forestry educational events.
• Support development of program-associated policies, procedures, systems, and resources to ensure effective and efficient program delivery.
• Coordinate program activities to meet program objectives and grant requirements on time and within budget, document activities and accomplishments, evaluate program impact, and prepare program reports.
• Lead and assist with grant-writing to secure continued funding for the program.
• Perform office and administrative tasks. Activities include maintaining and updating program and project records, processing expense documentation, and assisting with grant activity documentation, billings, and close-out reports.
• Track, evaluate, and report activities to demonstrate impact.
• Operate standard forestry equipment.
• Build trusting, long-term relationships with residents of Clark County.
• Other duties as assigned by the Working Lands Program Manager or District Manager.

**Required Qualifications**

• A minimum of three years of professional experience in any combination of forestry, forest management, silviculture, terrestrial/plant ecology, or upland habitat restoration; or a combination of education, training, and experience that demonstrates the ability to perform the duties of the position.
• Associate degree in forestry or another related natural resource field. *Additional years of relevant work experience can substitute for a degree; please address this in your cover letter.*
• Possess a valid driver’s license and pass a job-related driving record and criminal background check.
Preferred Qualifications
This is a broad description of the qualifications for the Stewardship Forester position. We do not expect any single candidate to possess all the qualifications listed. Research tells us that some individuals will only apply to roles if they meet all the listed qualifications, but we will train you and we expect you to learn in the role. We are looking for team members who round out our current skill base. If this is you, we encourage you to apply.

- Bachelor’s degree with academic training and experience in forestry or another natural resource-related field. Working knowledge of forest management principles, strategies, and practices to plan and implement forest stewardship activities in rural and suburban landscape settings.
- Understanding of Washington DNR Forest Practices Board rules and implementation guidance, familiarity with Washington DNR Forest Practices application procedures, and knowledge of other local, state, and federal regulations affecting forest land management.
- Successful professional experience in general forest management activities such as forest road design and construction, timber management planning, silvicultural techniques, reforestation methods, and timber harvest boundaries.
- Experience providing technical assistance and working with on-the-ground implementation of conservation practices and natural resource management using NRCS standards, including writing NRCS CAP106 level plans.
- Demonstrated comprehensive project management skills, including project prioritization, goal analysis, and project evaluation.
- Experience working independently to manage workload, schedule, and resources to meet deadlines and achieve goals.
- Successful grant writing experience.
- Proficiency in written and oral communication skills to address groups, to prepare and explain forestry plans, to prepare informational articles, and to prepare summary work reports.
- Intermediate to advanced skills in computers and software, including ArcGIS, Microsoft Word, Excel, PowerPoint, Outlook, and Smartsheet. Typical uses include writing reports, tracking work progress, preparing educational and informational materials, and recording field data.

Physical Requirements and Working Conditions
This position involves office work (75%) and fieldwork (25%). Regular office work includes long periods of stationary computer work, typing, and reading from a screen. It is necessary to have adequate vision and motor skills to perform the duties of the position, including hearing voice conversation and the manual dexterity to operate a computer.

Fieldwork may occur outside in inclement weather conditions and may require you to traverse uneven terrain. You may occasionally lift and carry materials weighing up to 50 pounds. You must be able to operate a motor vehicle safely. Occasional non-overnight and overnight travel may be required. The position will require occasional work on weekends or after regularly scheduled work hours. This position description describes the functions and qualifications for the position. It does not exclude an opportunity for modifications consistent with providing reasonable
accommodations.

**Compensation and Benefits**

Benefits include:

- 100% of premiums paid for medical/dental/vision for the employee and available insurance for spouses and dependents (paid by the employee).
- Retirement matched up to 3% after six months of employment.
- Accrued paid sick leave (8 hours/month) and annual leave (8 hours/month increasing with length of employment), plus 12 paid holidays per year.
- Available reimbursement for personal cell and home internet up to $25/month for each (internet only during teleworking due to COVID-19).
- Additionally, as a government organization, employees are eligible for the Public Service Loan Forgiveness program.

**Location**

The position is based in Battle Ground within Clark County in beautiful Southwest Washington. Ideally located between Mount St. Helens, the Gifford Pinchot National Forest, the Columbia River Gorge, and the Pacific Coast, Clark County boasts a vast array of activities, scenic landscapes, and historic attractions, all while being within the Portland metropolitan area. From the Clark CD office, it is a 20-minute drive to the Ridgefield Wildlife Refuge, with over 5,300 acres of wetlands, grasslands, forests, and trails. A 35-minute drive finds you at campsites in the Gifford Pinchot National Forest to the east and metropolitan downtown Portland, OR to the south. Filled with diverse activities and outdoor recreation, all within an hour’s drive, SW Washington is truly a beautiful and enriching place to live.

**To Apply**

Visit [www.clarkcd.org/employment](http://www.clarkcd.org/employment) - To the online form, submit a single PDF packet with the following:

- Resume detailing your experience.
- Letter of application addressing how you meet the qualifications of the position.
- A professional writing sample (no more than three pages).
- Three references with contact information.

Applications are open until the position is filled. Applications will be reviewed initially beginning in early September 2022.

**Projected Start Date:** September/October 2022

**Contact Information**

Samantha Frundle, Working Lands Manager
sfrundle@clarkcd.org (preferred) or (360) 859-0949

Clark CD is an equal opportunity employer and does not discriminate against any person on the basis of race, religion, color, gender, national origin, ancestry, age, marital status, sexual orientation, veteran status, disability, or any other basis prohibited by applicable state, federal, or local laws. We encourage candidates from diverse and historically underrepresented backgrounds to apply to this position.