



INLAND EMPIRE

RESOURCE CONSERVATION DISTRICT

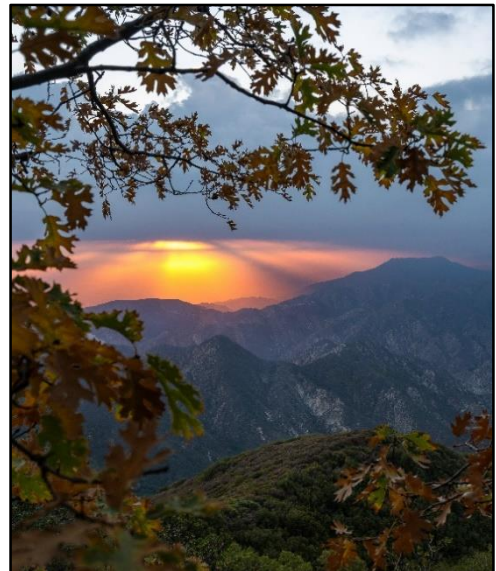
Job Description: Forestry Programs Lead

ABOUT THE IERCD:

The Inland Empire Resource Conservation District (IERCD) is a local public agency, headquartered in the City of Redlands and providing conservation, wildland restoration, forestry and fire prevention, and education programming to residents in southwestern San Bernardino and northwestern Riverside counties. Governed by a seven-member board of directors appointed by the County of San Bernardino Board of Supervisors in coordination with the Riverside County Board of Supervisors, the IERCD covers nearly 1,300 square miles of service area within which a range of biological features and cultural landmarks exist. Twenty-eight biological, educational, project management, and administrative staff work to carry out the District's vision, both through IERCD-focused projects and in collaborating with a variety of federal, state, and local partners and individuals.

POSITION DESCRIPTION:

The IERCD is seeking a Forestry Programs Lead to play a key role in the implementation of multiple fire resilience and forest health-focused grants with federal, state, and local partners. This position will work closely with these partners to build collaboration and advance program goals benefitting resources and communities throughout the region. Typical activities include attending meetings with partners and collaborators; working with internal staff to develop and implement scopes of work and action plans; managing multiple aspects of forest health and fire resilience projects; assisting with research and advancement of grant applications; and contribution to spoken and written content celebrating project and program success.



The ideal candidate for this position is someone who is enthusiastic about and demonstrates exceptional skill toward collaboration through engagement of partners and community members. This person will have experience in or willingness and ability to develop skills related to writing grants, collaborating on project concepts and workplans, and tracking budgets. The Forestry Programs Lead will focus approximately 80% of time on office-based work and 20% of time on field-based projects. This position reports to and serves under the supervision of the IERCD Conservation Programs Manager within the Community Conservation Department.

DUTIES AND RESPONSIBILITIES

Forestry and Fire Prevention Program Support

1. Support project planning and implementation including significantly contributing to Requests for Proposals, contracting, and project timelines and budgets

2. Collaborate on ongoing development of regionally-scaled priority plans covering mountain and foothill communities with internal staff and external partners.
3. Represent IERCD at meetings involving federal, state, and local partners
4. Stay well-informed of emerging conservation and fire/forest health trends and opportunities for IERCD's engagement/collaboration
5. Identify and apply for additional forestry grants to support the development of IERCD's forestry program in coordination with the Conservation Programs Manager and regional partners.
6. Work closely with field staff and the Conservation Programs Manager to ensure program goals and project needs are being met by field activities.

Program Administration

1. Collect and manage data and documentation required for quarterly reporting for fire and forestry grants
 2. Significantly contribute to management of project budgets and project tracking and reporting
 3. Contribute to outreach materials including press releases, social media, and website updates
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KEY CAPACITIES:

- Highly motivated, organized, and self-directing with the ability to prioritize workload
- Must be effective at anticipating needs and taking independent action
- Ability to collaborate on the planning and approach to a complex project, then execute tasks independently with minimal direction.
- Good listener and clear communicator with ability to maintain positive relationships with supervisors, peers, and partners
- Must maintain a professional approach to project work characterized by flexibility, positivity, and openness to feedback.

POSITION REQUIREMENTS:

- Ability to collaborate and communicate about programs with community members and partners
- Experience developing or participating in multi-agency partnerships
- Effective writing and project management writing, managing, and reporting skills
- Possession of excellent writing and communication skills.
- Effective public speaking skills in small to medium settings
- Ability to attend occasional evening meetings and planned weekend work.
- Must possess a valid CA Driver's License and auto insurance, as well as reliable transportation

EDUCATION/EXPERIENCE REQUIREMENTS:

- Bachelor's degree
- 2+ years of related experience in forest health or natural resource project management or 3+ years of experience working with partnerships and collaborative development in a different field.
- Experience or ability to work effectively in collaborative efforts
- **If you do not meet the above qualifications but believe you are well suited to this position, we encourage you to apply and include your reasoning in your cover letter.**

COMPENSATION: The position of Forestry Program Lead is a non-exempt full time position. The salary range for this position is \$68,640 - \$83,200 commensurate with experience

BENEFITS: Full time IERCD employees receive a health insurance stipend of \$887/month to cover insurance expenses and are enrolled in the Cal PERS State Retirement Program. The benefit package also includes a monthly phone stipend, 13 paid holidays, sick leave, and paid vacation after a 6-month probationary period.

LOCATION: The IERCD is headquartered in Redlands, CA. Work from home is allowable for this position, however, a qualified candidate would need to be located in a community within driving distance from the San Bernardino Mountains for field visits and successful partner collaboration. Work hours are generally Monday-Thursday 7:00am – 5:30pm for a 4/10 schedule, but other schedules can be accommodated.

HOW TO APPLY

To apply, please submit resume, cover letter, and contact information of two professional references with "Forestry Program Lead Application" in the subject line to:

Jose Mora, Mitigation Programs Lead: jmora@iercd.org

Position is open until filled, however to be considered in the first round of application screening please submit by May 19th 2023