

Plumas Conservation, Restoration and Education in Watersheds (P-CREW) Program Manager Position

Position Overview: The Sierra Institute for Community and Environment seeks a Program Manager to oversee and implement four summer youth crews for Sierra Institute's youth corps program, Plumas Conservation, Restoration, & Education in Watersheds (P-CREW), and a new Young Adult Crew. The Program Manager reports directly to the Executive Director. This position requires a person with excellent leadership, time management, and communication skills, is comfortable in the backcountry, and has experience with trail and other landscape restoration projects.

Program Background: P-CREW provides opportunities for urban and rural teens to restore the environment, learn about natural resource management, gain job skills, and disconnect from technology while they camp for five consecutive weeks and work 40 hours a week on projects that benefit the environment. P-CREW is a unique summer program that actively works towards breaking down social barriers by embracing diversity. Each crew of twelve, 10th-12th grade teens are managed by two group leaders for a five-week session while performing restoration work on the Plumas and Lassen National Forests and adjacent lands in the northern Sierra. Students are in the field 24/7 and do not go home during the five weeks. The Young Adult crew is a new dimension of the program providing more long-term seasonal jobs to further young adults experience work in the natural resources restoration field. This crew of five members and one leader is crosscut-saw trained to cut in the Lassen National Forest wilderness. Other trail work and restoration projects are possible depending on project partner needs. Sierra Institute is a non-profit organization located in rural Taylorsville, California and surrounded by millions of acres of U.S. Forest Service and National Park Service land.

Responsibilities and Duties- Including but are not limited to:

- Lead and manage the P-CREW Team
- Develop program strategies, plans, and goals for the program
- Develop proposals for program funding
- Ensure compliance with grants and partner agreements
- Solicit, plan, schedule, coordinate and track restoration projects
- Maintain and develop professional communications and relations with project partners
- Oversee the recruitment of program staff and corps members
- Train program staff, crew leaders, and crew members
- Develop and manage the program budget
- Purchase and maintain tools, transportation, food, and lodging required for field projects
- Manage equipment inventories and vehicle use
- Monitor and develop policies and procedures for staff and members
- Ensure implementation of safety protocols
- Resupply food/equipment to crews in the field
- Problem solving and conflict management
- Advance team building

- Respond to emergencies (e.g., medical and vehicle, etc.)
- Work an on-call schedule during crew season
- Post on social media platforms such as Facebook, Instagram, TikTok, and update our website

Required Qualifications:

- Bachelor's Degree or equivalent in resource management, forestry, environmental sciences, geo sciences or related field; four years of experience working in conservation and/or on environmental restoration projects; two years of supervisory experience; OR any combination of education, training, and experience that demonstrates the ability to perform the duties
- Ability to work independently
- Knowledge of the methods, materials, tools, and techniques used in conservation/environmental restoration
- Understanding of the principles of teen and young adult development
- Ability to plan, supervise, schedule, oversee, and evaluate multiple, concurrent field operations
- Wilderness First Responder Certificate
- Highly flexible, adaptable and able to problem solve on-the-fly
- Excellent conflict problem solving and management skills
- Excellent outdoor trip planning skills and knowledge of gear maintenance
- Excellent computer skills, including but not limited to Microsoft Word, Excel, and PowerPoint
- Valid driver's license and an insurable driving record; comfortable driving 4-wheel drive vehicles with teenage passengers
- Ability to pass a federal criminal background check
- Excellent written and verbal communication skills
- Personal 4WD or all-wheel drive vehicle that can travel on rough terrain and gravel roads

This is a full time, non-exempt, salaried position, with peak season requiring some evening and weekend work. Salary dependent on experience and training. Health insurance is available the first month, dental insurance in three months, and a generous 403(b) retirement plan available after one year. Field mileage reimbursement provided.

Start date: December 2020 /January 2021

To Apply: Please send a cover letter outlining your relevant experience and reason(s) for interest in the position, resume, and contact information for three references as one document. Submit application materials to Jobs@SierraInstitute.us with P-CREW Program Manager in subject line or mail application materials to: P-CREW, Sierra Institute for Community and Environment, P.O. Box 11, Taylorsville CA 95983.

Application deadline December 4, 2020 or until position is filled.

To learn more about the Sierra Institute for Community and Environment check out the website <https://sierrainstitute.us>

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