



## **Wood Products Campus Coordinator**

***Position is open until filled, with review of applications beginning on December 17, 2021.  
Anticipated start date is early January 2022.***

The Sierra Institute for Community and Environment is seeking an individual to work as the Wood Products Campus Coordinator as part of our ongoing Dixie Fire recovery efforts and long-term landscape stewardship objectives. This position will be a part of the Sierra Institute's Wood Utilization program and will be primarily responsible for coordination of the growing Wood Products Campus at Crescent Mills. In collaboration with other staff, the incumbent will identify and coordinate campus activities and the supply of raw material to the organization's wood products campus. The Sierra Institute's Wood Utilization program focuses on rebuilding rural economies by turning low value wood into high value products that facilitate forest restoration while creating reliable living-wage jobs for rural residents.

The Wood Products Campus Coordinator will function as an intermediary between organizational staff and partners operating businesses at the wood products campus and in-the-woods operators and partners developing landscape fuel reduction and post-fire recovery projects. This individual will play a vital role ensuring the efficient removal of post-fire fuels to support recovery and reforestation in a manner that maximizes wood utilization, as well as being integral in the arrangement of long-term supply for the wood products campus -- an essential component for business development and to catalyze landscape-scale forest restoration. This position will also be responsible for supporting oversight and implementation of remedial actions at sites contaminated by historic industrial operations to facilitate the reduction of community health hazards, sustainable redevelopment, and economic revitalization. Familiarity with federal, state and local environmental compliance laws and permitting processes is necessary. *This position is a potential multiyear position and has long-term growth potential for increased project responsibilities.*

Key responsibilities for this position will include:

- Oversight and coordination of remedial actions at the Crescent Mills Wood Products Campus as well as other sites, as they are identified, contaminated by historic industrial operations to facilitate the reduction of community health hazards, sustainable redevelopment, and economic revitalization
- Coordination with the Wood Utilization Project Specialist and external partners to assess the supply needs of current and future operations at the Indian Valley Wood Products campus;
- Facilitation of communication between in-woods contractors, external partners, and numerous internal staff to promote consistent and coordinated availability of wood for utilization;
- Engagement with diverse partners and stakeholders through the EFoRT consortium, South Lassen Watersheds Group, and other on-going collaborative efforts throughout the area to support coordinated, strategic efforts and maximize wood utilization opportunities
- Supporting the development of long-term supply contracting mechanisms on public and/or private lands.

Familiarity with forest management operations, wood processing, and federal, state and local environmental compliance laws (e.g., NEPA/CEQA) is desirable. The position requires an individual capable of handling a dynamic set of responsibilities with diverse skill sets and an ability to build strong relationships with many stakeholders among other attributes.

The Wood Products Campus Coordinator is expected to participate in all aspects of the organization's Wood Utilization program, operating with significant independence under the supervision of the Executive Director and other program staff as determined by the Executive Director. The Wood Products Campus Coordinator must be capable of handling internal and external coordination among staff and partners, making independent decisions in the best interest of the organization, partners, and local communities, supporting diverse activities from business partnership development to supply contracting, and will be required to balance a variety of project responsibilities. The Sierra Institute's work is highly collaborative, requiring a willingness and commitment to working closely with other staff and external partners to advance this work. Positioned at the intersection of numerous organizational efforts, the position will work closely with key

leadership staff, including the Stewardship Project Manager, Rural Development Program Manager, and Operations Manager.

The Wood Products Campus Coordinator will be expected to play a key role in building and maintaining strong relationships with partners, and the position may require supervision of full-time employees and/or contractors. This position works primarily indoors in an office setting, and is required to work at a computer for the majority of each day. Field work may occur, particularly during the summer and fall seasons. Some travel for meetings, site visits, and workshops is expected (up to 20%), with occasional overnight stays (generally less than 1 night per month). Work will fall primarily within the hours of 7:30 AM and 5:30 PM Monday-Friday, though some variation is expected to accommodate field work and other needs.

## More Details

**About the Sierra Institute:** The [Sierra Institute](#) promotes healthy forests, watersheds, and communities by investing in the well-being of rural communities and strengthening their participation in natural resource management. Our work is grounded by the concept of triple bottom line values, supporting initiatives that simultaneously benefit the environment, economy, and equity within a given landscape. Sierra Institute strives to cultivate innovative projects through a collaborative-minded office culture—staff often work on interdisciplinary projects both internally and with external partners. Sierra Institute staff must be adaptable, finding their roles must expand to fit the needs of specific projects and partnerships. The diversity of our work provides an opportunity to think critically about how communities engage with natural resource management, from workshops to assess community capacity to field trips with high school students to marking timber. Staff routinely draw on the expertise and background of others to improve our collective work, and the Workforce Coordinator should expect to be an integral member of this team. In addition, Sierra Institute supports a flexible work schedule and a close-knit staff that provide a welcoming sense of community.

**Location:** Sierra Institute is located in Taylorsville, CA (pop. 154) and lies within a large mountain meadow referred to as “Indian Valley,” that includes the communities of Greenville and Crescent Mills. Taylorsville is an historic small town, with a long history dating back to the construction of the first flour mill in the Pacific Northwest in 1856. Downtown Taylorsville is home to two historic establishments, the Taylorsville Tavern, a favorite watering hole for

loggers, and Young's Market, a revitalized country store and sandwich shop that first opened its doors in 1862 that is – debatably – home to the oldest working cash register in the nation manufactured in 1914. The community of Taylorsville has long been a blend of long-time residents, ranchers, loggers, and newcomers drawn to the area for its beauty. Taylorsville offers unique, rural community events that bring the community together, such as the Silver Buckle Rodeo held over the 4th of July, the Holiday Light Parade the Saturday after Thanksgiving; and New Year's Eve fireworks in the fields across from the Tavern. Taylorsville is surrounded by many outdoor recreation opportunities such as Lake Almanor, Plumas and Lassen National Forests, and Lassen Volcanic National Park. These adjacent public lands feature untouched backcountry routes in winter, and endless, empty dirt roads to explore in summer. Adventure lies just out the back door of the office!

**Compensation:** The wage for this position will be commensurate with experience. The Sierra Institute maintains a competitive benefits package, including health and dental benefits. Retirement benefits accrue after the first year. The incumbent is also eligible for paid holiday, vacation, and sick leave consistent with Sierra Institute's benefits package.

**COVID 19:** We are following COVID -19 safety protocols informed by the latest research and evidence. The position will involve in person work in Taylorsville and surrounding regions. However, at times, and based on regional rates of COVID 19 we may move to remote work, or hybrid in person/at home work. This will depend on programmatic needs, as well as local, state and federal public health guidelines.

**How to Apply:** Please send your cover letter, resume, and contact information for three references as **one PDF** to [jobs@sierrainstitute.us](mailto:jobs@sierrainstitute.us) with "Wood Products Campus Coordinator " in the subject line. Please call (530) 284-1022 with questions.

Help Us Promote Healthy Forests and  
Vibrant Rural Communities.