



## **Position Announcement Field Operations Coordinator**

The Sierra Institute for Community and Environment (Sierra Institute) is looking for a **Field Operations Coordinator** to oversee field crew operations. This currently includes wilderness fuels module and wilderness trail crews.

Additional responsibilities include supporting forest health, fire management, and developed recreation projects and training outside of field crew activities. The Field Operations Coordinator may also be responsible for contract development, bid solicitation, and contract administration for forest health and fire management activities.

This position collaborates with other Sierra Institute staff including; the P-CREW Youth Corps Coordinator to provide opportunities for youth to work with professional crews; and the Collaborative Forestry Specialist to coordinate training and other implementation efforts.

The Field Operations Coordinator reports to the Stewardship Project Manager and may supervise up to 25 seasonal staff members. The position requires an individual with the technical knowledge to advise crews, leadership skills to motivate, and a collaborative spirit to work effectively with Sierra Institute staff and partners. **Applications are due by February 8th, with an anticipated start date of March 2023. Position is open until filled.**

This position will be responsible for managing field crews – before, during, and after the field season. Job duties include but are not limited to: scouting and planning for projects; seasonal staff recruitment and hiring; maintaining tools, field supplies, and vehicles; providing and coordinating crew trainings; overseeing day to day operations of field crews; ensuring crews meet production rates; quality control; staff performance evaluations; tracking project accomplishments and data collection; assisting in the development and implementation of seasonal staff policies and procedures; and engaging in other field crew support needs as identified.

Once established, the Coordinator will be expected to work with the Stewardship Project Manager to identify and develop additional opportunities that increase the pace and scale of landscape restoration, with a particular emphasis on expanding Sierra Institute's implementation workforce.

This position works primarily indoors in an office setting, and is required to work at a computer for the majority of each day during the off season. Field work will occur sporadically throughout the year, and may be required regularly during the summer and fall seasons. Some travel for meetings, site visits, and crew check-ins is expected, with occasional overnight stays. Time away from the office will occur primarily during the field season. Work will fall primarily within the hours of 7:30 AM and 5:30 PM Monday-Friday, though the field season work schedule will require flexibility to accommodate supporting crews, field work and other needs.

## Qualifications

- Experience leading and coordinating field crews such as fuels management and trails; or comparable work or professional education experience;
- Strong ability and willingness to mentor staff and manage crew dynamics;
- Ability to create a culture of safety, feedback, and continuous improvement within crews;
- Experience with hand and power tool use and maintenance (chainsaws, crosscut saws, brush cutters, loppers, axes, mc leads, and other hand tools);
- Ability to lead and/or coordinate training (safety, tool use/maintenance, field skills, leadership/crew dynamics, working in the backcountry, Leave No Trace);
- Ability to manage tool and gear maintenance, organization and procurement;
- Proficiency in mapping/navigation and satellite communication systems;
- Strong communication skills and ability to collaborate with federal, state, and other partners;
- Proficiency in Microsoft Office (Word, PowerPoint, Excel);
- Current Wilderness First Aid or higher;
- Basic understanding of land management policies, and natural resource issues such as climate change, wildfire, forestry, wilderness stewardship, recreation impact/conflict, and ecological restoration;
- Interest in reimagining and developing the ecosystem restoration workforce of the future;
- A willingness to work and live in a rural, mountainous area that receives snow and ice in winter;
- Team-oriented and self-motivated;;
- An ability to bring critical thinking skills, creativity, and laughter to the workplace;
- A personal vehicle for transportation outside of work;

### **The following qualifications are not required but preferred:**

- Demonstrated knowledge of collaborative resource management;
- Experience with workforce development;
- Experience using ESRI ArcGIS or other geospatial platforms.

**Candidates of all backgrounds are encouraged to apply. Skills or experiences that can fill in for desired qualifications may be considered.**

## MORE INFORMATION

### **About the Sierra Institute for Community and Environment:**

The Sierra Institute for Community and Environment (Sierra Institute) is a community-based organization which actively promotes healthy and sustainable forests and watersheds by investing in the well-being of diverse rural communities and strengthening their participation in natural resource decision making and programs. 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.

**Location:**

The position is based in the very rural northern Sierra town of Taylorsville, where the Field Operations Coordinator will join a talented team of natural resource and rural community development professionals dedicated to landscape restoration and community well-being in the northern Sierra Nevada and southern Cascades. Taylorsville, CA (pop. 154) lies within a large mountain meadow referred to as “Indian Valley,” that includes the communities of Greenville and Crescent Mills. Taylorsville is a 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. Taylorsville is a blended community of long-time residents, ranchers, loggers, and newcomers drawn to the area for its scenic beauty and cultural richness. 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. Although much of the forest was burned in the 2021 Dixie Fire, many areas remain accessible and beautiful. These adjacent public lands feature backcountry routes in winter, and endless, empty dirt roads to explore in summer. Adventure lies just out the back door of the office!

**Compensation:** Salary will be \$55,000 to \$60,000 commensurate with experience. Sierra Institute offers a competitive benefits package. Staff housing may be available.

**COVID-19:** Our staff are following COVID-19 safety protocols informed by the latest research and evidence. Sierra Institute requires all staff be fully vaccinated and boosted for COVID-19

**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 “Field Operations Coordinator” in the subject line. Review of applications will be conducted on a rolling basis. The position is open until filled. Please call (530) 284-1022 with questions.