

## **Workforce Development Coordinator**

*Position is open until filled, with review of applications beginning on April 21, 2023  
Anticipated start date of mid-May/early June*

### **Position Overview**

The Sierra Institute for Community and Environment seeks a full-time Workforce Development Coordinator to advance the organization's leading-edge forest restoration workforce development and training program designed to equip rural and Tribal community members with the skills and opportunities to pursue a career in forest restoration.

### **Job Duties**

The Workforce Development Coordinator position will be integral to the Sierra Institute's workforce development program and must be deeply committed to environmental justice and the well-being of rural and Tribal communities. This position will support the full spectrum of programmatic activities to grow and sustain a forest restoration workforce in the Sierra Nevada and surrounding regions. The Coordinator will work with restoration crews to facilitate trainings, and provide support as they increase their skills, obtain new certifications and credentials, and advance professionally. Additionally, the Coordinator will work with a range of partner organizations and entities, including non-profits, state agencies, Tribal governments, and others, to implement the program. The Coordinator position will work with both rural community development and collaborative forestry staff at Sierra Institute, helping us achieve our goal of stewarding forests and watersheds while building capacity and economic opportunity for diverse rural forested communities.

The Workforce Development Coordinator will:

- Crew logistics & member support;
- Support crew trainings (e.g. scheduling, facilitating);
- Refine training pathways and make recommendations to state and federal agencies to improve training opportunities;
- Coordinate contract fulfillment for crews conducting on the job training in the forest;
- Coordinate training efforts between Sierra Institute and Calaveras Healthy Impact Product Solutions as lead organizers of the training partnership;
- Develop and maintain relationships with rural community entities, Tribes, community colleges, organizations conducting forest restoration, businesses interested in involvement in workforce development and others as relevant;
- Contribute to planning and implementation of workforce development trainings in coordination with partner organizations and entities including Tribes, colleges, timber companies and state and federal agencies;
- Gather and organize information on available trainings and create a living document of resources and trainers.

The Workforce Coordinator must have a true commitment to environmental stewardship, social justice and promoting economically vibrant and equitable rural communities.

## Qualifications

- Flexible, adaptable and willing to work in a fast paced, dynamic environment;
- Interest and/or experience in environmental justice, forestry and landscape stewardship;
- An undergraduate or advanced degree;
- **Excellent interpersonal and organization skills;**
- Proficiency in Microsoft Office (Word, PowerPoint, Excel);
- A willingness to work and live in a rural, mountainous area that receives snow and ice in winter;
- A team-oriented perspective with a productive level of self-guidance and initiative;
- An ability to bring critical thinking skills, creativity, and laughter to the workplace;
- Experience working with underserved communities;
- A personal vehicle for transportation outside of work;
- Experience living and/or working in a rural setting and a strong desire to learn about rural issues.

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

## More Details

### About the Sierra Institute

The Sierra Institute promotes healthy forests, watersheds, and communities by investing in the well-being of diverse 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 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 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 salary range for this position is \$62,000-\$72,000 per year; salary 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 "Workforce Development Coordinator" in the subject line. Please submit applications by **April 21<sup>st</sup>, 2023**. Please call (530)-949-3406 with questions.