



Wood Utilization Project Coordinator

The position is open until filled, with review of applications beginning on January 20th, 2025.

Job Title: Wood Utilization Project Coordinator

Location: Taylorsville, CA

Reports To: Executive Director

Salary: \$60,000 - \$72,000, commensurate on experience

About the Sierra Institute:

The Sierra Institute for Community and Environment promotes healthy forests, watersheds, and communities by investing in the well-being of rural communities and strengthening their participation in natural resource management. Our projects support the triple bottom line of environmental sustainability, economic vitality, and equity. We cultivate collaborative, innovative projects through a dynamic, interdisciplinary office culture.

Position Overview:

The **Wood Utilization Project Coordinator** will support the Sierra Institute's wood product campus at Crescent Mills. This position is integral to the organization's efforts to improve forest health and community well-being, especially in the aftermath of the 2021 Dixie Fire. The Wood Utilization Project Coordinator will help bridge landscape management with rural community development by supporting the development of innovative wood product businesses, from biomass-to-hydrogen and cross-laminated timber production to traditional wood products.

This is an exciting opportunity to reshape the future of rural economies by turning low-value wood into high-value products, supporting forest restoration, and creating sustainable, living-wage jobs for rural residents.

Key Responsibilities:

- **Business Development & Recruitment:** Identify and recruit businesses focused on innovative wood utilization technologies (e.g., biomass-to-hydrogen, cross-laminated timber) and traditional products (e.g., post and pole, firewood).
- **Partnership Development:** Cultivate and manage non-traditional public-private partnerships to support innovative business models and cooperative marketing.
- **Project Coordination:** Lead and manage diverse project activities from concept to implementation, coordinating with internal staff and external partners.
- **Leadership & Collaboration:** Work closely with the Executive Director to ensure alignment and track progress on projects.
- **Supervision:** Oversee and potentially supervise staff or contractors as needed.
- **Field Work:** Participate in occasional fieldwork, particularly in the summer and fall, with up to 20% travel required for meetings, site visits, and workshops.

Qualifications:

- Strong interest in wood utilization and forest health, with a willingness to learn and

- engage with innovative business models and technologies.
- Proven ability to manage projects, from conceptualization to implementation, in a dynamic and evolving environment.
- Experience in business development, partnership building, and/or rural economic development.
- Ability to collaborate effectively with diverse teams and external stakeholders, including rural communities, government agencies, and private sector partners.
- Strong communication skills, both written and verbal, and the ability to handle internal and external coordination.
- Ability to work independently, with minimal supervision, and manage multiple tasks and priorities simultaneously.

Working Conditions:

- Primarily office-based work, requiring regular use of a computer.
- Occasional fieldwork, particularly during the summer and fall seasons.
- Some travel for meetings, site visits, and workshops (up to 20%), with occasional overnight stays (typically less than 1 night per month).
- Standard work hours (7:30 AM to 5:30 PM, Monday-Friday), with some flexibility for fieldwork and project needs.

Compensation & Benefits:

- \$60,000 - \$72,000, commensurate on experience
- Comprehensive benefits package, including health and dental insurance.
- Retirement benefits after one year.
- Paid holidays, vacation, and sick leave.
- Flexible work schedule and a supportive, close-knit team environment.

Location:

The Sierra Institute is based in Taylorsville, CA, in the heart of Indian Valley, surrounded by outdoor recreation opportunities, including Lake Almanor, Plumas and Lassen National Forests, and Lassen Volcanic National Park. Applicants should be within commuting distance of the Sierra Institute offices.

How to Apply:

Please send a cover letter, resume, and contact information for three references as a single PDF to jobs@sierrainstitute.us with "Wood Utilization Project Coordinator" in the subject line. For questions, please contact (530) 284-1022.