



POSITION TITLE: Natural Resource Specialist

DEPARTMENT: Community-Based Natural Resource Management

REPORTS TO: TBD (To Be Determined) based on selected candidate's specific skillsets

LOCATION: ☐ On Site, Taylorsville, CA ☒ Hybrid ☐ Remote

EMPLOYMENT TYPE: ☒ Full-Time ☐ Part-Time ☐ Temporary

POSITION OVERVIEW

The Natural Resource Specialist will play a key role as part of a multi-stakeholder team working primarily within the Plumas National Forest and Lassen National Forest. The position will focus on the coordination of implementation of projects on public lands, and may also involve supporting collaborative, all-lands initiatives, including projects on non-industrial private lands, conducting field surveys, and assisting with project planning and implementation activities. Initial review of applications will begin on July 13th.

The selected candidate will support and lead the implementation of a variety of natural resource projects, including meadow restoration, road improvement, fuels reduction, and community wildfire protection initiatives. Primary responsibilities include coordinating project implementation; ensuring permits and regulatory requirements are secured; overseeing completion of necessary surveys and field assessments; supporting contracting and administration activities; and facilitating communication and coordination among project partners. The position will work closely with U.S. Forest Service personnel, members of the South Lassen Watersheds Group Collaborative and the Feather River Stewardship Coalition, contractors, landowners, and other stakeholders to ensure projects are implemented efficiently, collaboratively, and in alignment with project objectives. The ideal candidate for this position possesses both strong technical skills and an exceptional ability to work with a wide array of stakeholders to advance collaborative projects

KEY RESPONSIBILITIES

- Coordinate with U.S. Forest Service specialists to prepare for project implementation activities, including identifying survey needs, permitting requirements, and contractor coordination.
- Participate in interdisciplinary team meetings to establish project goals, timelines,

deliverables, and implementation strategies.

- Attend and support public meetings, workshops, and presentations to communicate project objectives and outcomes.
- Engage with collaborative groups and project partners to ensure awareness of ongoing projects and provide opportunities for feedback and input.
- Ensure required permits, environmental compliance measures, and resource surveys are completed prior to implementation.
- Monitor and track project progress, milestones, and outcomes, and communicate updates to partners, stakeholders, and funding entities as appropriate.
- Coordinate with contractors, agency staff, and other partners to support efficient and successful project implementation.
- Maintain project records, documentation, and aid in budget tracking and reporting requirements.

QUALIFICATIONS & REQUIREMENTS

Desired Qualifications (Entry Level):

- Bachelor's degree in a related field (natural resources, forestry, wildlife biology, etc.).
- Demonstrated technical writing skills for natural resource management.
- Proficiency in Geographic Information Systems (GIS).
- Basic understanding of NEPA/CEQA processes and requirements.
- Strong organizational skills with the ability to manage multiple tasks and meet deadlines.
- Detail-oriented and capable of producing accurate project notes.
- Ability to work collaboratively with diverse stakeholders.
- Excellent verbal and written communication skills.
- A valid driver's license and reliable transportation.
- Experience living and/or working in rural settings and a genuine interest in land management and collaborative landscape projects.

Desired Qualifications (Mid Level):

- Bachelor's or Master's degree in a related field (natural resources, forestry, wildlife biology, etc.), or equivalent work experience.
- 3-5 years of relevant professional experience in natural resource management, environmental analysis, or a related field.
- Proven experience in conducting environmental analysis in compliance with NEPA, including the preparation of Environmental Impact Statements (EIS), Environmental Assessments (EA), and Categorical Exclusions (CEs).
- Advanced proficiency in GIS and mapping software for spatial analysis, data management, and the creation of visually compelling project maps.
- Understanding of ecological processes and resource management techniques,

with a focus in one or more areas such as wildlife, silviculture, fire management, or fuels reduction.

- Experience coordinating with multiple stakeholders (e.g., U.S. Forest Service, private landowners, and other federal or state agencies) in both planning and implementation stages of projects.
- Experience with project management and budgeting.
- Ability to independently lead field data collection, organize assessments, and evaluate environmental impacts of land management activities.
- Valid driver's license and reliable transportation, with the ability to travel to field sites.
- Experience working in rural or remote environments and a strong commitment to land stewardship and collaborative natural resource management.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

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

SALARY & BENEFITS

(Provide salary range or indicate "dependent on experience." List benefits such as health insurance, paid time off, professional development opportunities, etc.)

- Entry Level - \$55,000 - \$62,000; Mid Level \$62,000 - \$70,000
- Comprehensive benefits package, including health, dental insurance, vision, and life insurance.
- Retirement benefits after one year of employment.
- Paid holidays, vacation, and sick leave.
- Flexible work schedule and a supportive, close-knit team environment.

APPLICATION PROCESS

- Please send your cover letter, resume, and contact information for three references as one PDF to jobs@sierrainstitute.us with "Natural Resource Specialist" in the subject line.
- Please include where you heard about the job in the text of the email (please be as specific as possible). Position is open until filled; applications will be reviewed on a rolling basis. Please call 530.284.1022 or email jobs@sierrainstitute.us if you have questions.
- Review of applications will begin on July 13th.

ABOUT SIERRA INSTITUTE:

The Sierra Institute supports rural communities by promoting healthy forests, watersheds, and natural resource management. Located in Taylorsville, CA, within Indian Valley, the organization focuses on initiatives that benefit the environment, economy, and equity. Surrounded by public lands like Plumas and Lassen National Forests, the area offers a uniquely rural lifestyle.

ABOUT TAYLORSVILLE:

Taylorsville, CA, is a small historic town in the scenic Indian Valley, known for its cultural richness and outdoor recreation opportunities. With a population of 154, it features landmarks like the Taylorsville Tavern and Young's Market, as well as unique community events like the Silver Buckle Rodeo and Holiday Light Parade. Surrounded by Lake Almanor, national forests, and Lassen Volcanic National Park, Taylorsville offers year-round adventure despite the impacts of the 2021 Dixie Fire. It's a blended community of ranchers, loggers, and outdoor enthusiasts drawn to its charm and natural beauty.