



**Forest Stewardship Program Coordinator
Qualifications and Skills Self-assessment Checklist**

Instructions - The following is a self-assessment checklist that will be used to assess required and desired qualifications and skills requisite to performing the Forest Stewardship Program Coordinator position. Check all that you think apply to your background, training and experience. You are welcome to include a brief statement.

Developing Forest Stewardship Plans

Working knowledge of forest management principles, strategies and practices to plan and implement forest stewardship activities in rural and peri-urban landscape settings _____

Experience or requisite skills to provide forest management consultations based on in-field forest and natural resources data collection and conditions assessments, including demonstrated use of forest mensuration tools and equipment _____

Experience evaluating and analyzing tree and forest health conditions and associated tree-related risks, developing management recommendations, and implementing forest or other ecosystem restoration practices and projects _____

Demonstrated knowledge and experience in forest management activities such as forest road design and construction, timber management planning and harvest, silviculture, arboriculture, and reforestation _____

Knowledge of the safety practices and procedures followed in forest resource management operations _____

Using ESRI GIS Applications, GPS Devices and Software, Microsoft Access and Other Office Programs

Demonstrated knowledge and experience using of Geographic Information Systems (GIS) in office settings and operating Geographic Positioning Systems (GPS) in the field settings _____

Basic skill in using ArcGIS mapping software _____

Proficient using Microsoft Office tools, including Excel to record and manage data and communicate data driven results and messages _____

Familiarity with Conservation District and NRCS Planning-based Approaches and Programs

Familiarity with the National Resource Conservation Service *Conservation Stewardship Program (CSP)*, *Environmental Quality Incentives Program (EQIP)* and *Wildlife Habitat Incentives Program (WHIP)* _____

Knowledge of the conservation district system and local, state and federal partners _____

Share a vision and passion for natural resource management and conservation practices with diverse populations, using educational concepts and values along with persuasive skills _____

Knowledge of Regional Forest Health Concerns and Conservation Priorities

Knowledge of natural resource management priorities in the Puget Sound region _____

Working knowledge of regional forest conservation priorities, conservation strategic plans, and local natural resource concerns _____

Demonstrated understanding of Washington DNR Forest Practices Board rules and implementation guidance, familiarity with Washington DNR Forest Practices application procedures, and knowledge of other local, state and federal regulations affecting forest land management _____

Familiar with local, state and federal landowner incentive programs and current use programs, and working knowledge of Small Forest Landowner Office Capital programs _____

Engaging Priority Audiences, Conducting Outreach and Marketing Activities

Understanding of the challenges and needs of the local NIPF landowner community _____

A track record of successfully engaging and facilitating collaboration with small and nonindustrial forest landowners seeking to improve forest resources and implement forest conservation practices _____

Demonstrated ability to motivate individuals to adopt and implement resource management practices _____

Experience bringing together diverse partners and stakeholders _____

Knowledge and skills in conflict management _____

Additional Professional Accreditations

Society of American Foresters Certified Forester® _____

International Society of Arboriculture Certified Arborist _____

Ability to Work Independently and Manage Diverse Workload

Demonstrated ability to work independently and manage workload, schedule, and resources to meet deadlines and achieve goals _____

Demonstrated ability to effectively perform multiple responsibilities simultaneously and/or frequently moving from one activity to another without losing focus _____

Work under tight deadlines and manage conflicting demands while successfully operating in a dynamic work environment with minimal direction from supervisor _____

Track work progress, prepare and record program/project data, maintain thorough and organized records _____

Demonstrated comprehensive project management approach, including strong project supervision and prioritization, goal analysis, budget management, and project evaluation _____

Oral and Written Communication and Inter-personal skills

Communicate in a clear and confident style _____

Present program information in public settings and meetings; prepare professional and informative written documents and reports _____

Collaborate with staff, interns, private landowners, and other customers and stakeholders to produce high quality, cost-effective work products _____

Working Conditions and Schedule

Perform physical work in all weather conditions and routinely work on rough and sometimes dangerous terrain _____

Apply appropriate safety practices in the field and in the office _____

Travel to various locations throughout Puget Sound region and occasionally throughout the state _____

Work occasional weekend and weekday evening events _____
