



*Puget Sound Conservation Districts are seeking qualified candidates to perform as an*

## **Area Forester and Forest Stewardship Program Coordinator**

*Join the Puget Sound Conservation Districts and make a difference. Seven Puget Sound conservation districts (PSCDs) are collaborating to build and deliver a new Regional Forest Stewardship Program (Program) that seeks to promote and conserve resilient forests for multiple benefits through forest stewardship services. Forest stewardship services will be delivered by a corps of three Area Foresters working at three separate duty locations each serving an area comprised of multiple conservation districts. The goal of the Program is to improve forest health and reduce the risk of conversion by empowering communities and forest landowners to become knowledgeable and successful stewards of forest resources. Stewardship priorities include forest and watershed health and resilience, water quality and riparian and fish and wildlife habitat, contiguous areas under active management and in proximity to surface waters and publicly held open spaces and conservation sites, and profitable working forest lands. This is a 2-year program with potential for extension depending on funding. Individuals occupying the Area Forester positions will help build and make the case to secure long-term program funding. This position announcement is open until positions are filled. Priority will be given to applicants submitting materials by October 4, 2020, 11:59 PM Pacific. To learn more about this position and Puget Sound Conservation Districts, visit <https://betterground.org/pscd/partner-resources/>.*

### SUBMISSION GUIDANCE

Priority review given to applicant submissions received by October 4, 2020 11:59 PM. Positions remain open until filled.

### MINIMUM QUALIFICATIONS

Minimum and additional qualification requirements are outlined on page 4 of this announcement.

### SCOPE OF RESPONSIBILITIES

Work as an Area Forester in one of three Forest Stewardship Program Coordination Areas. Area Foresters will collaborate as a team along with the seven PSCDs and the larger PSCD Caucus to build the new *Regional Forest Stewardship Program (Program)* and associated service delivery system.

Primary responsibilities included developing an outreach strategy and marketing Program services to small and non-industrial private forest landowners, delivering planning and assessment-based technical assistance that identifies forest stewardship priorities, collecting forest mensuration data and creating maps for use in forest stewardship plans, assisting forest landowners on preparing and submitting cost-share applications, and planning and implementing forest stewardship practices in partnership with forest landowners and managers. Area Foresters also will connect forest landowners with other natural resources management programs and service providers that furnish technical and financial assistance, permit forestry activities, and provide public / private partnership funding and offer other land conservation incentives.

Additional responsibilities include participating in the development and delivery of outreach and engagement strategies, participating in education events, such as workshops, fairs, WSU Forestry Field Days, by presenting and sharing information on stewardship and forest land conservation, preparing media advisories, writing fact sheets and articles, assisting with development of publications such as landowner testimonials, and developing other communications materials to market Program services.

## JOB DUTIES

### *Forest Health/Stewardship Services (80%)*

- Market forest health/stewardship (FH/FS) programs, communicate with non-industrial private forest (NIPF) landowners interested in FH/FS programs, provide resource materials, and connect landowners to FH/FS programs and services.
- Provide technical assistance to NIPF landowners seeking to improve their management of forest resources, restore fish and wildlife habitat, plant trees / reforest areas, and implement FH/FS management practices. Activities include conducting site visits, diagnosing and providing assessments of resource conditions, identifying management priorities, preparing project area maps, developing practice-related prescriptions.
- Provide technical assistance and planning support to communities on forest stewardship plans, fuels reduction projects, and forest stewardship projects.
- Prepare forest stewardship plans for NIPF landowners. Activities include conducting forest natural resource inventories, evaluating compiled data, assembling data in forest stewardship plans. Forest stewardship plans prepared in association with the Program meet the requirements set forth by Washington State Integrated Forest Management Plan Guidelines & Template, NRCS CAP106, NRCS National Forestry Manual Part 536 Subpart B.
- Support landowners on preparing and submitting cost-share applications and implementing funded practices. Activities include preparing FHM cost-share applications and Job Sheets associated with local, state and federal programs; supporting landowners with obtaining contractor estimates; providing ongoing technical assistance during and after the contract award process as needed.

- Support landowners with accessing and enrolling in Open Space Taxation programs such as the Timberland Program, Designated Forest Land Program, and locally administered “current use” programs such as the Public Benefit Rating System programs of King County and Island County.
- Connect landowners with other natural resources specialists, agencies and programs that furnish technical/financial assistance, provide public / private partnership funding and offer other incentive programs.
- Assist landowners in obtaining permits and complying with state and local regulations such as a local Critical Areas Ordinance and the Forest Practices Act.
- Support recipients of cost-share funding to ensure effective and complete installation of funded practices. Activities include providing guidance on practice implementation and construction specifications to meet NRCS standards; supporting implementation of forestry projects; and responding to questions and concerns regarding cost-share award details.
- Participate in outreach, media and education events, such as workshops, fairs, Forestry Field Days, by presenting and sharing information related to FH/FS topics, writing fact sheets and articles, assisting with development of publications such as landowner testimonials, and developing communications materials to market Program services.

*PSCD Area Forester Pilot Program Coordination (20%)*

- Work as a member of the PSCD Regional Forest Stewardship Pilot Program Team (Team), collaborate with other Team members to meet Program goals, build-out Area Forester services, integrate forest health / forest stewardship (FH/FS) programming within assigned Area conservation district books of business, and identify and development Program funding sources.
- Support development of Program-associated policies, procedures, systems and resources to ensure effective, efficient and standardized program delivery across all Areas, to meet Program strategic goals, and to address local and regional forest management priorities. Activities include identifying priority geographies for service delivery, strategically engaging landowners in those geographies.
- Work with the conservation district Boards of Supervisors in Program geographies on developing, updating and adopting FH/FS policies.
- Represent the Program and Area conservation districts in public meetings and serve as a liaison at stakeholder meetings and events.
- Contribute to development of new and update of existing FH/FS practice standards as needed. Activities include conducting research on Best Available Science and other resources to develop new practice standards and job sheets; coordinating technical review and associated revision of proposed draft practice standards; and supporting an associated policy adoption processes with the conservation district Boards of Supervisors in the AF Pilot Project geography.

- Coordinate Program activities to meet Program objectives and grant requirement on time and within budget; document activities and accomplishments; evaluate Program impact; and prepare Program reports.
- Organize effective internal cross-program and external cross-agency collaboration to support successful Program processes and work products.
- Perform office and administrative tasks. Activities include maintaining and updating Program and project records, processing expense documentation, and assisting with grant activity documentation, billings and close-out reports. This list of duties is intended as an illustration of the various types of work performed. The omission of specific duties does not exclude them from the responsibilities of the position if the work is similar, related or a logical assignment to the position.

#### MINIMUM QUALIFICATIONS

- ✓ Desire a bachelor's degree from a regionally accredited institution in Forestry or a closely related field of study with three years of professional experience in forestry, forest management, silviculture, terrestrial / plant ecology, botany, upland habitat restoration and with two of the three years of experience directly related to the duties of the position.

*Will accept a 2-year technical degree with six years of professional experience and four of the six years of experience directly related to the duties of the position.*

*Will accept individuals without a degree and with eight years of professional experience and six of the eight years of experience directly related to the duties of the position.*

*A master's degree with a concentration in Forestry or a closely related field of study may be substituted for one year of experience.*

- ✓ Currently hold or can obtain a valid Washington State Driver License

#### ADDITIONAL QUALIFICATIONS AND EXPERIENCE

- Working knowledge of regional forest conservation priorities, conservation strategic plans, and local natural resource concerns
- 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
- Demonstrated knowledge and experience using of Geographic Information Systems (GIS) in office settings and operating Geographic Positioning Systems (GPS) in the field settings

- Knowledge of the safety practices and procedures followed in forest resource management operations
- 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
- 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
- Familiar with local, state and federal landowner incentive programs and current use programs, and working knowledge of Small Forest Landowner Office Capital programs
- Demonstrated comprehensive project management approach, including strong project supervision and prioritization, goal analysis, budget management, and project evaluation
- 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

#### OTHER DESIRABLE SKILLS AND EXPERIENCE

- Certification by the Society of American Foresters at the Certified Forester® level
- International Society of Arboriculture Certified Arborist
- Basic skill in using ArcGIS mapping software
- Knowledge of natural resource management priorities in the Puget Sound region.
- Understanding of the challenges and needs of the local NIPF landowner community
- Familiarity with the National Resource Conservation Service *Conservation Stewardship Program* (CSP), *Environmental Quality Incentives Program* (EQIP) and *Wildlife Habitat Incentives Program* (WHIP)
- 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
- Knowledge of the conservation district system and local, state and federal partners

#### ANNUAL SALARY

\$50,000 - \$70,000 Depending on Qualifications and base office assignment

#### BENEFITS

PSCDs offers comprehensive benefits packages which includes paid time off (vacation and holidays), sick leave, medical and dental plans, a nominal life insurance policy with the option to increase coverage at employee's expense, support for trainings, and participation in the State of Washington Retirement System (PERS).

## DUTY LOCATION

Each Area Forester will be assigned to an Area with a base office.

- ➔ Area 1 - Comprising the boundaries of Kitsap, Mason and Thurston conservation districts with a base office in Shelton WA
- ➔ Area 2 - Comprising the boundaries of King and Pierce conservation districts with a base office in Renton WA
- ➔ Area 3 - Comprising the boundaries of Snohomish and Island conservation districts (and potential expansion into Skagit CD) with a base office in Lake Stevens WA

## TO APPLY

Submit a resume with a cover letter and answers to the Structured Resume Questions and Qualifications and Skills Self-assessment Checklist along with preferred base office assignment(s) to [sjones@snohomishcd.org](mailto:sjones@snohomishcd.org).

Submit all application materials in PDF format by email. Priority review given to applicant submissions received by October 4, 2020 11:59 PM Pacific. Positions remain open until filled, and application materials will be accepted until the positions are filled.

*Structured Resume Questions and Qualifications and Skills Self-assessment Checklist* along with the full position announcement are available on the Better Ground web site at <https://betterground.org/pscd/partner-resources/>

Submit application materials by email to Sarah Jones at [sjones@snohomishcd.org](mailto:sjones@snohomishcd.org) with a subject line that reads Attention PSCD Area Forester and Forest Stewardship Program Coordinator Position

If you need accommodation during the application process, contact Sarah Jones at [sjones@snohomishcd.org](mailto:sjones@snohomishcd.org) or call (360) 722-2679.

***Puget Sound Conservation Districts are equal opportunity employers. All programs and services are offered on a nondiscriminatory basis, without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.***



Area Forester and Forest Stewardship Program Coordinator  
Structured Resume Questions

Hello and thank you for your interest in a PSCD *Area Forester and Forest Stewardship Program Coordinator* position. As part of your application submission, we ask that you provide supplemental information about your experience and qualifications by answering the following five (5) Structured Resume questions. We ask that you limit your responses to no more than 500 words per question. Your answers will be used in combination with your cover letter, resume and *Qualifications and Skill Checklist* to determine your eligibility for a position and to select applicants for interviews. Submit your Structured Resume responses along with your other application materials by October 4, 2020 to receive priority review, however, applications will be accepted until the positions are filled. Submit all application materials in PDF format.

*(Limit 500 words per question)*

1. Describe your work or other experience and training in developing forest management, forest stewardship, or similarly aligned natural resource programs. Include associated program elements that focus on landowner-based natural resource management. Describe other program development work you have led or supported if your experience is not in the field of forest management / forest stewardship.
  
2. Describe your experience and training in conducting community engagement and marketing and outreach to priority audiences. Please include your experience using social media. If applicable, describe your experience engaging decision-makers (such as policy makers, Legislators, etc.) and key stakeholders (such as entity partners, community organizations, etc.) and the level of engagement.
  
3. Briefly describe your formal forest management / forest stewardship coursework and training. Outside of coursework describe your experience collecting and analyzing forest management-related data, writing reports and plans, and preparing supporting documentation. If applicable, describe any experience preparing documentation to meet government standards (e.g., Forest Plan) and to meet associated statutory requirements (e.g., Environmental Impact Assessment, National Environmental Policy Assessment, and State Environmental Policy Assessment).

4. Describe your experience working with frontline communities, communities of color, and/or communities with diverse constituencies.
  
5. Which duty location(s) would you like to be considered for placement? (There are three duty location options, including Area 1 - Comprising the boundaries of Kitsap, Mason and Thurston conservation districts with a base office in Shelton WA; Area 2 - Comprising the boundaries of King and Pierce conservation districts with a base office in Renton WA; Comprising the boundaries of Snohomish and Island conservation districts (and potential expansion into Skagit CD) with a base office in Lake Stevens WA).





Area Forester and 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 Area Forester and 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 with your answers.

*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 \_\_\_\_\_

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Basic skill in using ArcGIS mapping software \_\_\_\_\_

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

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***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)* \_\_\_\_\_

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

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

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***Knowledge of Regional Forest Health Concerns and Conservation Priorities***

Knowledge of natural resource management priorities in the Puget Sound region \_\_\_\_\_

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

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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 \_\_\_\_\_

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

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*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 \_\_\_\_\_  
\_\_\_\_\_