

Description:

**National Forest Foundation (NFF)** is pleased to offer a regular, full-time position that will support restoration, recreation and forest resilience projects on the Umpqua and Rogue River - Siskiyou National Forests in Southern Oregon.

**About the NFF:** The NFF works with communities and organizations to conserve and enhance the watersheds, wildlife habitat, wild places, and recreational opportunities across the 193-million-acre National Forest System. The NFF seeks to engage all Americans in this work.

**Position Function:** The Southern Oregon Program Coordinator reports to the Oregon Program Manager. The coordinator will conduct community engagement, fundraising and project management for watershed restoration, recreation, and forest resilience projects on the Umpqua and Rogue River - Siskiyou National Forests. This work requires close coordination with the U.S. Forest Service, community organizations and implementation partners to accomplish identified goals and activities throughout the National Forests.

**Position Duties and Responsibilities:** The Southern Oregon Program Coordinator is responsible for:

- Work with U.S. Forest Service staff to support planning and implementation of priority watershed restoration, recreation improvement and forest resilience projects on the Umpqua and Rogue-River Siskiyou National Forests.
- Network with organizations, agencies and others in Oregon and the Pacific Northwest to advance the activities in the Umpqua and Rogue River - Siskiyou National Forests.
- Support the advertising, negotiation, and awarding of multiple contracts for services related to the on-the-ground implementation of conservation projects.
- Oversee contractors implementing on-the-ground projects in coordination with U.S. Forest Service staff to ensure successful project completion in a timely and financially responsible manner.
- Manage service agreements, invoices, and finances for all NFF related partnership projects on the Umpqua and Rogue River - Siskiyou National Forests.
- Maintain and manage administrative processes, including the management and tracking of program and project budgets.
- With support of NFF's Partnerships Program, work to expand the base of supporters and partners in the region by actively pursuing funding opportunities from government

sources, foundations, corporations, and individuals to support existing and new projects and opportunities to improve the National Forests.

- With support of NFF's Marketing and Communication team, work to communicate with and engage the public in caring for their National Forests through community-based conservation initiatives and outreach and awareness campaigns.
- Serve as a point of contact for NFF conservation and development activities in Southern Oregon.
- Assist, as necessary, with the NFF program of work across the Pacific Northwest which may include the management of diverse, short-term projects.

**Location:** The location for this position is Roseburg, or a nearby community in Southern Oregon. Applicants must be able to travel regularly throughout the Southern Oregon region. This position is a work-from-home position and requires reliable internet access and a dedicated workspace.

**Compensation:** The NFF offers competitive compensation and benefits and has recently implemented a new compensation program as part of our commitment to transparency. The salary range for this position will be in the \$63,280 to \$79,326 range. Please note that the indicated salary range describes the full range for an incumbent in this position. New staff generally start at the 35th percentile of the range percentile to ensure internal salary equity.

**To Apply:** Applications must include both a cover letter and resume. Incomplete packages will not be considered. Please apply by March 27th. Please visit our careers site to apply online.

*The National Forest Foundation is an equal opportunity employer and welcomes a diverse pool of candidates in this search. For more information about the National Forest Foundation, visit the website at: [www.nationalforests.org](http://www.nationalforests.org).*

Requirements:

**Education and Qualifications:** NFF expects the Southern Oregon Program Coordinator to possess the following educational and experiential qualifications:

- Bachelor's degree in conservation, watershed science, forestry, outdoor recreation, natural resource management, environmental science, or related field (or equivalent experience).
- A minimum of three (3) years' experience with proven results in fisheries, forestry or conservation project management, community outreach and partnership development.
- A minimum of three (3) years' experience with proven results in project management, facilitation, and partnership development.
- Commitment to the mission of the NFF and familiarity with the U.S. Forest Service and National Forest lands management.
- An understanding of natural resource issues in Southern Oregon, and a willingness to build expertise in local natural resource issues and policies, quickly.
- A demonstrated commitment to the environment.
- Must be authorized to work in the United States.

**Abilities and Skills:** NFF expects the Southern Oregon Program Coordinator to possess the following proven abilities and skills:

- Ability to work independently, performing fieldwork, attending meetings, and managing projects with minimal oversight.
- Ability to work well and be flexible in a team-oriented environment.
- Ability and skills preferred but not required include recreation and trails management, an understanding of engineering and design in association with recreation infrastructure, invasive species and/or watershed management, or other relevant technical skills.
- Ability to manage programs collaboratively, evaluate outcomes against quantifiable measures of success, develop reports, and clearly communicate program outcomes.
- Ability to manage a variety of projects and tasks, effectively, to successful completion.
- Ability to work with a wide range of people with differing and sometimes conflicting opinions, and to always maintain neutrality.
- Ability and willingness to travel regularly within the Rogue River - Siskiyou and Umpqua National Forests, attend meetings in person regularly in Forest Service offices and in outdoor conditions, and maintain a flexible work schedule, including participation in weekend and evening events.
- Must have valid U.S. driver's license and clean driving record.
- Excellent analytical skills with a strong attention to detail.

Apply Here: <https://www.click2apply.net/2ONQPniePNYMMtD7oIYM1Y>

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