

National Forest Foundation (NFF) is pleased to offer an Exempt, full-time, 3-year term position that will coordinate and support forest related restoration projects across the Lincoln National Forest in Southern New Mexico.

About the NFF: As the official national partner to the US Forest Service (USFS), the National Forest Foundation was chartered by Congress in 1990. Today, the NFF advances forest resiliency, healthy watersheds and wildlife habitat, and recreation for all by working with communities and organizations across the country. The Foundation has grown significantly in the last few years in programmatic impact, revenue and support, and organizational capacity. NFF leads with impact, deploying roughly 90% of its expenses towards projects and programs across the country's 193-million-acre National Forest System. NFF is forward-thinking and innovative, with ambitious strategies and goals to advance and prepare forests for a new economy.

Position Function: The Lincoln National Forest (NF) Forestry Project Coordinator reports to the Southern New Mexico Associate Manager. The incumbent is responsible for supporting forest restoration efforts primarily focusing on the Lincoln National Forest with a focus on oversight of forestry, reforestation and restoration project implementation and management.

Position Duties and Responsibilities: The Lincoln NF Forestry Project Coordinator's responsibilities include:

- Build and develop close and mutually beneficial relationships among the U.S. Forest Service, the NFF, and New Mexico field partners to implement effective community-based conservation partnerships.
- Coordinate and manage forest-related restoration efforts, providing oversight of on-the-ground project implementation (e.g., working with logging crews, oversight with planting crews, coordinating between U.S. Forest Service and contractors, facilitating pre-work meetings, during contract inspections, and conducting final inspection for contract close out etc.).
- Research, outreach and development of wood product industry and facilitation of regional mills, community woodbanks, and fuelwood businesses for woody material distribution from thinning projects.
- Help develop and implement work under Stewardship Agreements, Participating Agreements, and/or Challenge Cost Share Agreements with the U.S. Forest Service.

- Expand and support Wood For Life initiatives including wood bank establishment, indigenous and traditional community meeting participation, pre implementation and implementation of forest fuelwood thinning projects, and wood hauling coordination and delivery.
- Coordinate and develop Requests for Proposals and contracts for all forest restoration and reforestation projects, and work accordingly with NFF staff to process, select contractors, and oversee implementation of projects. Compile NFF and FS prospective contractor bidders list. Hold pre bid site visits for Q&A sessions for prospective contractors.
- Report on outcomes and deliverables of forest restoration projects. Outcomes include a verbal and/or written report related to each project as required by grantors.
- Attend and participate in Lincoln NF coordination meetings and events.
- Identify partnerships and grants and provide input and support for expanding capacity for forest thinning projects and other restoration projects. Provide support in establishment of grants and development opportunities and attend meetings with partners and/or potential funders.
- Effectively communicate with and engage the public in caring for their National Forests and Grasslands through community-based conservation initiatives and outreach and awareness campaigns.
- Maintain a breadth of knowledge about current trends, emerging issues, policy interventions, and innovations in the field of forest restoration.
- Serve as a point of contact in the NFF for forest restoration, reforestation and related development activities in New Mexico and the Southwest Region.
- Provide forestry and fuels reduction project oversight for a multitude of projects including but not limited to hand thin, mastication, traditional ground-based logging, and common stand exams.
- Conduct Timber Sale Administration duties including but not limited to timber marking, basic timber cruising, inspections, documenting findings, collecting and interpreting field data.
- Conduct basic project layout and preparation activities including, but not limited to, conduct preliminary field reconnaissance, flagging boundaries and resource protection buffers, landings, skid trails, and temporary roads.
- Provide reforestation project oversight including seed collection, nursery coordination, planting crew oversight, and pre- and post- planting site assessment and monitoring activities

Education and Qualifications: NFF expects the Lincoln NF Forestry Project Coordinator to possess the following educational and experiential qualifications:

- Undergraduate degree, in conservation, forestry, natural resource management or equivalent work experience.
- At least three years of work experience with conservation programs, project planning, and/or coordinating project implementation.
- Involvement in project planning, coordination, accomplishment and budget tracking, and project operations management that involve multiple implementation partners, contractors, contracts for services, and funding sources.
- Experience with land and watershed science, policy, and management, including fire science, vegetation management, wildlife conservation, and/or meadow and stream restoration.
- Commitment to the mission of the NFF and familiarity with the U.S. Forest Service purpose and National Forest lands management.
- An understanding of New Mexico natural resource issues.
- Excellent communication, interpersonal, organizational, and administrative skills.
- Strong writing skills and public speaking experience.
- Familiarity with leave/cut tree marking as well as DxD and DxD Silviculture timber designations and interpret Silviculture prescriptions/guidelines.
- Must be authorized to work in the United States.

Abilities and Skills: NFF expects the Lincoln NF Forestry Project Coordinator to possess:

- Ability to understand and clearly communicate about forest restoration treatment types and systems, including restoration prescriptions, on-the-ground operations, treatment specifications, guidelines, and desired conditions for a diversity of forest and watershed ecosystem projects
- 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, work in outdoor conditions, and maintain a flexible work schedule, including participation in weekend and evening events.
- Ability to work well and be flexible in a team-oriented environment.
- Ability to represent the NFF in a clear and professional manner through excellent written and oral communication, and interpersonal skills.
- A strong attention to detail, with skill in working in a timely and well-organized fashion.
- Familiarity with ArcGIS online, journal builder, and basic cartography and map design.

- A valid U.S. Driver's License.

Location: The location for this position is Ruidoso, Alamogordo, or Cloudcroft, New Mexico. Applications must be able to travel regularly within Lincoln National Forest. This position is a remote/work-from-home position and requires reliable internet access and a dedicated workspace.

Compensation: NFF offers a competitive compensation and benefits package that reflects our total rewards strategy. The starting salary range for this position is \$75,000 to \$86,250, with the ability to grow to \$97,500 based on performance outcomes over time and assessed annually. NFF monitors mandated state minimum wage updates. Individual state conditions will be honored during the offer process.

Benefits: NFF is proud to offer our staff:

Health and Wellness:

- Medical and dental insurance paid at 75% by the organization for you and any dependents.
- Vision insurance paid 50% by the organization for you and any dependents.
- Health savings account (HSA) with employer contributions between \$1,878-\$3,750 per year, predicated on coverage type.
- Healthcare and dependent care flexible spending accounts (FSA).
- Employee assistance program (EAP) at no cost.

Financial Wellbeing:

- 403(b) retirement plan with a 5% employer match after one (1) year of service.
- Short-term and long-term disability insurance at no cost.
- Basic life and AD&D insurance at no cost, with voluntary life insurance options.
- Whole life insurance at a discounted rate

Flexibility and time off:

- Employees start with 35 days of annual leave, sick leave, personal leave and holidays (annual leave accrual rates increase with years of service)
- Family & medical leave for up to sixteen (16) weeks with up to four (4) weeks paid.

Personal Development:

- Training & Development Programs
- Professional development reimbursement for up to \$1,000 per year.

Journey of a Lifetime:

- The opportunity to support an incredible mission and travel to / work in spectacular locations.

To Apply: Applications must include both a cover letter and resume. Incomplete packages will not be considered. Applications will be reviewed on a rolling basis. This posting will close on September 5th, or earlier if filled. Please visit our careers site to apply online.

The National Forest Foundation is an equal opportunity employer – meaning we provide equal employment opportunities to all employees and applicants for employment without regard to any characteristic protected by applicable law. Further, we prohibit discrimination, harassment, and retaliation in all aspects of employment, including recruitment, hiring, promotion, compensation, benefits, training, and termination. We strive to foster a work environment where every individual is respected, valued, and treated fairly. This statement reflects our unwavering dedication to fairness, respect, and equality in employment practices and sets the foundation for a positive work environment.

Apply Here: <https://www.click2apply.net/Ve5wjphklB8nnFZxefDxgD>

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