



STATE OF UTAH
invites applications for the position of:

Wood Utilization & Business Development Coordinator

SALARY: \$25.00 - \$30.00 Hourly

OPENING DATE: 10/02/19

CLOSING DATE: 10/27/19 11:59 PM

NUMBER OF OPENINGS: 1

BENEFITS:

This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a [retirement plan](#), plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through [direct deposit](#). If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

**DRIVER LICENSE
REQUIREMENTS:**

Employees hired for this recruitment will be subject to the Driver Eligibility standards found at the following link:
<https://rules.utah.gov/publicat/code/r027/r027-007.htm#T3>

**RECRUITER CONTACT
INFORMATION:**

Christa Rowland, 801-538-4826

OVERTIME EXEMPT:

No

SCHEDULE CODE:

TL - Time Limited - At will: Employees in this position serve at the pleasure of the appointing officer in an at will status and may be terminated at any time without cause. This is not a career service position.

EEO STATEMENT:

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need

special accommodations to complete the [application](#) process, contact the Dept. of Human Resource Mgmt. at 801-538-3025 or TTY 801-538-3696.

JOB DESCRIPTION:



Job Title: Wood Utilization and Business Development Coordinator

Job Description:

This exciting new position in the Division of Forestry, Fire & State Lands (FFSL) focuses on engaging entrepreneurs, businesses and local communities in Utah to stimulate economic capacity and new market opportunities for forestry work, wood utilization and forest products, in coordination with Utah's Shared Stewardship Agreement between the State and U.S. Forest Service. The position will plan, develop and implement a technical and financial assistance program for forestry and forest products businesses; coordinate outreach to local agencies and officials, businesses and entrepreneurs; provide information and educational materials; and plan and facilitate conferences, workshops, field tours and other events to heighten public awareness and interest and develop business opportunities in forestry and forest products in Utah.

Principal Duties:

As the Wood Utilization & Business Development Coordinator for Shared Stewardship, you will spend about half of your time on Program Development and Implementation and half on Technical Assistance and Outreach.

- Plan, develop and coordinate activities in Utah that build economic capacity in rural communities and promote new market opportunities for forestry work, wood utilization and forest products.
- Plan, develop and implement a technical and financial assistance program for existing and new private-sector businesses in the forestry and forest products sector.
- Develop and manage professional relationships with other local, state and federal partners, organizations, and businesses to strengthen and advance objectives.

- Serve as a State contact and represent FFSL and Forest Service R4 on state, regional and national forest products development issues.
- Coordinate with FFSL and Forest Service staff to provide outreach and assistance to local agencies and officials, businesses and entrepreneurs in Shared Stewardship priority landscape.
- Develop, maintain and distribute information and educational materials related to forestry and forest products development in Utah.
- Plan and facilitate conferences and workshops, field tours and other public events to heighten awareness and interest in forestry and forest products development in Utah.

The Ideal Candidate

The ideal candidate would have experience in rural economic development and small business development related to forestry and wood products in Utah. He or she would be enthusiastic and committed to working with diverse partners to help solve problems, overcome barriers and stimulate new forestry and wood products businesses in the State. We are looking for candidates with entrepreneurial spirit, passion and drive, who can clearly communicate, connect with all stakeholders, and move the State forward with new economic activities based on forest restoration and Shared Stewardship.

- [A college degree](#) in any field.
- Professional experience in forest products and wood products development (2+ years).
- Professional experience in rural economic development and small business development (2+ years).
- Experience at a management level with small business finance, grant and/or [loan programs](#), preferably related to forest products or wood products.
- Experience with State and Federal rural economic and small business development programs.
- Exceptional ability to develop partnerships and positive working relationships with local, state and federal agencies, government officials, non-governmental organizations, private businesses, and entrepreneurs in the forest and wood products sector.
- Exceptional communication skills, both written and verbal, and ability to clearly communicate services and opportunities available to stakeholders.
- Knowledge of forestry principles and practices.
- Knowledge of U.S. Forest Service policy and programs.
- Ability to provide service and support to businesses and entrepreneurs, solve problems, and deliver meaningful and measureable outcomes.
- Ability to plan, coordinate, and deliver meetings, workshops, and outreach events for subject matter experts and the general public.

Why You Should Join Our Team:

The Division of Forestry, Fire & State Lands (FFSL) is a progressive, diverse agency responsible for forest stewardship, managing wildland fires, and conserving lands in Utah. As Wood Utilization & Business Development Coordinator for Shared Stewardship, you will have the opportunity to work with FFSL Forestry program coordinators, the

Division's senior leadership, US Forest Service program leaders and other State and local partners to make a positive impact on forestry activities, wood use, and economic development in Utah. In addition, the State of Utah offers great benefits and generous paid time off so you can spend time with your family and have a positive work-life balance.

The Agency:

If you would like to read more about working for the Department of Natural Resources please [click here](#).

TYPICAL QUALIFICATIONS:

- Professional experience in forest products and/or wood products development (2+ years); OR professional experience in rural economic development and/or small business development (2+ years).
- Professional experience with financial assistance programs (grants and/or loans) related to rural economic development or small business development.
- Exceptional ability to develop partnerships and positive working relationships with local, state and federal agencies, government officials, non-governmental organizations, private businesses and entrepreneurs in the forestry and wood products sector.
- Exceptional communication skills, both written and oral, and ability to clearly communicate services and opportunities available to stakeholders.
- Ability to provide service and support to businesses and entrepreneurs, solve problems, and deliver meaningful and measureable outcomes.
- Ability to plan, coordinate, and deliver meetings, workshops, and outreach events for subject matter experts and the general public.
- Knowledge of Federal and State technical and financial assistance programs related to forestry and forest products development.
- Knowledge of financial management and reporting for program and project accountability.
- Excellent computer skills, including ability to use standard software for communication, data management and administration.
- Willingness to travel extensively throughout Utah and occasionally regionally and nationally.

SUPPLEMENTAL INFORMATION:

- Risks found in potentially dangerous or unusual environmental stress situations, e.g. working in extreme outdoor weather conditions, working in remote wilderness areas and/or boating/OHV areas, etc.
 - Typically the best qualified individual for this job will have obtained a BA/BS degree or higher in a related field of study.
 - Work requires some physical exertion such as long periods of standing, recurring bending, crouching, stooping, stretching, reaching or similar activities and recurring lifting.
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APPLICATIONS MAY BE FILED ONLINE AT: Position #21527
<https://statejobs.utah.gov> WOOD UTILIZATION & BUSINESS DEVELOPMENT COORDINATOR
CR

2120 State Office Building
Salt Lake City, UT 84114
801-538-3025

statejobs@utah.gov

Wood Utilization & Business Development Coordinator Supplemental Questionnaire

- * 1. Do you have a college degree?
 - Yes
 - No
- * 2. If yes, what is your degree in?
- * 3. Do you have professional experience in forest products and/or wood products development? If so, how many years?
 - No experience.
 - One to two years of experience.
 - Two to five years experience.
 - Five or more years of experience.
- * 4. Please describe your experience in forest products and/or wood products development.
- * 5. Do you have professional experience in rural economic development and/or small business development? If so, how many years?
 - No experience.
 - One to two years of experience.
 - Two to five years of experience.
 - Five or more years of experience.
- * 6. Please describe your professional experience in rural economic development and/or small business development.
- * 7. Do you have professional experience with financial assistance programs (grants and/or loans) related to rural economic development and/or small business development?
 - Yes
 - No
- * 8. If Yes, please describe your professional experience with financial assistance programs related to rural economic development and/or small business development.
- * 9. Do you have experience providing technical assistance and other development services to small businesses and entrepreneurs in fields related to forest products development, wood products development and/or rural economic development?
 - Yes
 - No
- * 10. If Yes, please describe your experience related to the question above.

* 11. Do you have experience in planning and facilitating conferences, workshops, field tours and other outreach events for subject matter experts and the general public?

Yes

No

* 12. If Yes, please describe your experience related to the question above.

* 13. Please indicate how you heard about this specific job posting.

State Jobs

An External Job Posting Site (Indeed, LinkedIn, etc.)

Social Media (Facebook, Twitter, etc.)

Advertisement (Newspaper, Internet, Radio, etc.)

Professional Network

University Network (Career Center)

Referred by a Friend or Colleague

Contacted by a Recruiter

Career Fair

Internal communication from a State Agency that employs me - State employees only

Other

* Required Question