



## **Job Announcement - Forestry Project Manager**

### **Background**

The California Association of Resource Conservation Districts (CARCD) is a 501(c)(3) nonprofit that supports and strengthens California's 95 Resource Conservation Districts (RCDs). As a statewide hub, CARCD builds the capacity and impact of local RCDs so they can better serve their communities in stewarding land, forests, water, soil, air, and other natural resources through locally led conservation.

### **Summary of position**

CARCD is seeking a motivated and creative conservation professional to assist RCDs in meeting the next generation of conservation challenges. The ideal candidate has an interest in conservation and forest management, is eager to take on multiple tasks as part of a team, enjoys working collaboratively and independently, and possesses strong communication skills.

The Forestry Project Manager will work on programs that address forest health, wildfire risk, public safety, and climate change through natural and working lands' solutions implemented by local RCDs. CARCD's programs are nested in the vision of California's forest resilience and climate change priorities. This Project Manager will play an important role in the success of RCD projects relating to forestry capacity building, forest health, and fire resilience. We are looking forward to meeting our new team member!

### **Position Responsibilities**

#### *Project Management: ~75%*

- As part of a team, help manage and coordinate grant projects, taking a lead role in managing 1-4 (size dependent) state and/or federal grants. Ensure the contracted objectives and deliverables are achieved effectively and efficiently.
- Plan and facilitate virtual and in-person workshops, webinars, and discussion forums.
- Prepare reports and invoices for grant projects.
- Aggregate resources in support of grant projects, potentially including informational guides, videos, learning opportunities, etc.

#### *Stakeholder Engagement: ~15%:*

- Help grow and organize our forestry networks of partners. Maintain and enhance positive relationships with RCDs
- Coordinate with state and federal agencies on forestry-related initiatives and stay current on emerging science, policy, and forestry trends.
- Develop public facing outreach communications and materials for various audiences such as member RCDs, policy makers, or forest landowners. Example communications may include informational guides, maps, fliers, and videos.

#### *Program Growth and Planning: ~10%*

- Help identify and secure new funding opportunities for the forestry program



- Prepare and assist with grant applications.
- Build relationships with funders to grow CARCD's Forestry Program.
- Contribute to the success of CARCD's Annual Conference.

### **Required Qualifications**

- B.S. or B.A. in Forestry, Conservation, Biology, Natural Resources, or other related degree  
OR at least three years of professional and/or volunteer experience in a related field
- Appreciation for the diversity of California's local communities and general knowledge of conservation opportunities and challenges
- Strong written and verbal communication skills & Proficiency with Microsoft Office and Google Suites
- Strong interpersonal and problem-solving skills
- Ability to work effectively both in team settings and individually
- Ability to be productive while being flexible, self-starting, and working independently
- Excellent organizational skills, including ability to set priorities, manage time, work under pressure, and assist with multiple projects while meeting deadlines
- Creativity, sense of humor, "can do" spirit, collegiality, flexibility, strong desire to learn
- Desire and ability to work with a diverse community of people and staff members
- Ability to travel within California on a limited basis (*~4-6 times/year*)

### **Desired Qualifications**

- 1-3 additional years of professional and/or volunteer experience in a related field
- Knowledge of California's forest ecosystems
- Knowledge of or experience with fire ecology and management, prescribed fire, and/or timber harvest practices
- Aptitude for public speaking
- Familiarity with forest conservation practices and standards
- Aptitude for media design
- Proficiency with ArcGIS Pro and/or ArcMap
- Experience with grant writing and event planning

CARCD is committed to building an amazing and diverse team! If you do not meet the above qualifications but believe you are well suited to this position, we encourage you to apply and include your reasoning in your cover letter.

**Compensation:** \$29-\$33/hour based on experience, 32-40 hours a week (flexible). Health insurance benefits are available. Funding for this position is secured through the end of 2026, with the likelihood of an extension based on future funding.

**Application deadline is Wednesday, June 11th at 11:59pm**, or until the position is filled. The position is located in Sacramento, CA but is fully remote. To apply, please send a cover letter, resume, and three references to [jobs@carcd.org](mailto:jobs@carcd.org). For questions, please call Ryan Reger at (530) 318-5392. Applicant must be able to start no later than July 21st, 2025.

CARCD is proud to be an equal opportunity employer. CARCD is committed to creating a diverse and inclusive environment while centering equity across all aspects of our organization.



We aim to identify candidates committed to these values. We encourage people of all races, ethnicities, genders, sexual orientation, age, and veteran status to apply.