



**Job Description: Fire & Forestry Project Coordinator**

<b>Reports to</b>	Program Manager and/or Executive Director
<b>Job Type</b>	Full-time (30-40 hours/week) depending on workload, non-exempt
<b>Location</b>	This position is based at CLERC’s office in Lakeport, California. Occasional travel within Lake County and beyond.
<b>Salary</b>	\$31-\$42/hour. Commensurate with experience and qualifications.
<b>Physical Requirements</b>	Valid driver’s license. Ability to carry boxes weighing 25 lbs. Ability to participate in meetings with partners at various community locations.
<b>Other Requirements</b>	BS Forestry, Environmental Science or a related field, or equivalent experience

**Background:**

The Clear Lake Environmental Research Center (CLERC) is an environmental non-profit organization based in Lake County, California. CLERC coordinates projects throughout Lake County to help combat the impacts of climate change and wildfires by promoting healthy regeneration of burned areas and improving fire resiliency of local forests and woodlands that have not been impacted by fire. CLERC manages a series of community-wide grant-funded forestry projects that focus on fuel reduction, reforestation, prescribed fire, prioritization planning, workforce development, and community involvement.

CLERC seeks a Fire and Forestry Project Coordinator to work closely with CLERC staff including the Fire and Forestry Program Manager, and partners to support our Fire and Forestry Programs.

**Summary of Duties and Responsibilities:**

- Work closely with partners including the U. S. Bureau of Land Management (BLM), U.S. Forest Service, CAL FIRE, other state and local agencies and local Fire Safe Councils.
- Meet with landowners to discuss goals and objectives and work out logistical elements of tree/brush removal, reforestation and prescribed fire.
- Conduct forest inventories and analyze forest inventory data.
- Develop California Forest Management Plans (CFMP) for landowners.
- Interface with landowners and contractors, develop scopes of work and budgets, and draft project contracts and agreements.
- Coordinate the development of projects and logistics for project implementation.
- Coordinate with project partners and consultants to develop environmental documentation and permits (CEQA, NEPA, etc.).
- Represent CLERC, its partners and funders in a positive and proactive manner.
- Contribute to additional CLERC programs (as appropriate based on skills and interests).



## **Knowledge, Skills & Experience:**

Fire and Forestry Project Coordinator – this position helps out with all aspects of the Fire and Forestry Program.

- 1-2 years of experience.
- Degree preferred, but not required; can substitute relevant experience for education.
- Familiarity with the Natural Resource Conservation Service (NRCS) Environmental Quality Incentives Program (EQIP) and CAL FIRE California Forest Improvement Program (CFIP) preferred.
- Ability to identify California native tree species in all stages of development required.
- Ability to identify native and non-native plants preferred, but will provide training.
- Ability to identify birds by sight and sound preferred, but will provide training.
- Knowledge of environmental rules, regulations and standard documents (CEQA, NEPA, etc.).
- GIS/mapping skills required.
- Strong computer skills, including Microsoft and Google products.
- Physically able to work in the field during all seasons, such as hiking through burned and unburned landscapes.
- Creativity, sense of humor, “can do” spirit, collegiality, flexibility, strong desire to lead.
- Valid CA driver’s license.

The Project Coordinator is a full time position (30-40 hours a week) depending on workload. Some job-related travel is required and will be billed on a cost reimbursable basis. Salary range is **\$31-\$42/hour** and will be commensurate with experience and qualifications. Benefits package (after 30-day probationary employment period) includes paid health and dental. Paid vacation and 401k retirement plan available after 90 days.

To apply, please submit a resume, letter of interest, and names and phone numbers of at least three references to: Clear Lake Environmental Research Center, P.O. Box 636, Lakeport, CA 95453 or via email to [will.evans@clc.co](mailto:will.evans@clc.co).

Position is open until filled. First review of applications will be on August 4th.