



**Pend Oreille Conservation District  
Stewardship Forester — Employment Opportunity Announcement**

**Type:** Regular, benefits, FLSA eligible

Full-time, 40 hours per week

Note: This position is supported by and contingent upon available grant funding.

**Opening Date:** August 8<sup>th</sup>, 2023

**Closing Date:** Open until filled.

**Vacancy Announcement: *Stewardship Forester***

**About the Pend Oreille Conservation District**

The Pend Oreille Conservation District was established in 1949 and is a locally led, special purpose district that administers programs to conserve natural resources in Pend Oreille County. Conservation Districts serve as a non-regulatory political subdivision of state government created to bridge the gap between local landowners and state and federal government. Our work improves both rural and urban communities to benefit the health and well-being of our residents. Pend Oreille CD consists of a small and collaborative team of dedicated staff focused on providing technical assistance, cost share, and building programs that serve our community and the natural resources in Pend Oreille County. We are governed by a five-member volunteer Board of Supervisors.

**Nature & Purpose of the Position**

The Stewardship Forester works with non-industrial private forest landowners providing technical assistance, best management practice specifications, and writing forest management plans. This position provides on-site professional forest management advice to support individual landowner objectives, including recommendations regarding forest health, wildlife, water quality, and wildfire risk assessments/prevention techniques.

This is a self-directed professional position responsible for assessing and responding to landowner and land manager needs and requests. The Stewardship Forester also collaborates with Washington State University (WSU) Extension, United States Department of Agriculture (USDA) Natural Resource Conservation Service (NRCS), Washington Department of Fish & Wildlife (WDFW), Washington State Department of Agriculture (WSDA), Pend Oreille County, U.S. Forest Service (USFS) and other conservation districts to develop and deliver educational programs and materials for private forestland owners. On a regular basis, it is expected that this position will proactively coordinate with the other conservation district foresters and other technical experts in NE Washington and statewide. The Stewardship Forester is independently responsible for program implementation in a large geographic area. The Stewardship Forester reports to the District Manager and is a member of a technical staff team.

The Stewardship Forester will be expected to:

- Write comprehensive Forest Management/Stewardship Plans that meet requirements set forth by:
  - Washington State Integrated Forest Management Plan Guidelines & Template
  - NRCS CAP106 Guidelines
- Provide on-site forestry and wildlife habitat technical assistance.
- Work collaboratively with federal/state/local agencies, private landowners, and District staff to achieve conservation goals.
- Provide information and assistance with available cost-sharing programs.
- Outreach extensively for this program and provide and participate in opportunities for forestry educational events.
- Support development of program-associated policies, procedures, systems, and resources to ensure effective and efficient program delivery.
- Coordinate program activities to meet program objectives and grant requirements on time and within budget, document activities and accomplishments, evaluate program impact, and prepare program reports.
- Lead and assist with grant-writing to secure continued funding for the program.
- Perform office and administrative tasks. Activities include maintaining and updating program and project records, processing expense documentation, and assisting with grant activity documentation, billings, and close-out reports.
- Track, evaluate, and report activities to demonstrate impact.
- Operate standard forestry equipment.
- Build trusting, long-term relationships with residents of Pend Oreille County.
- Other duties as assigned by the Working Lands Program Manager or District Manager.

### Position Details

**Position Type:** Full-time (40 hours/week) with benefits

**Compensation:** \$50,000 - \$60,000 annual salary (dependent upon qualifications and experience)

**Duration:** Funded through July 2025. An extension is dependent upon securing grant funding, which can be influenced by a successful candidate.

### Minimum Qualifications

- Bachelor's degree in forestry or another related natural resource field with a minor in forestry/forest management from an accredited program. *Additional years of relevant work experience can substitute for a degree; please address this in your cover letter.*
- A minimum of three years of professional experience in any combination of forestry, forest management, silviculture, terrestrial/plant ecology, or upland habitat restoration; or a combination of education, training, and experience that demonstrates the ability to perform the duties of the position.
- Proficient with standard forestry equipment, computers, tablets, Outlook, and Microsoft Suite.
- Experience in technical, grant and analytical writing skills.
- Strong ability to communicate effectively, both verbally and in writing, with diverse groups of landowners, farmers, community organizers, and government/stakeholder partners.
- Ability to coordinate multiple projects and timelines with flexible scheduling.
- Ability to maintain accurate records regarding time-keeping and authorized expenses.
- Ability to organize and plan own schedule of activities related to work goals set by the District Manager.
- Have, or be able to obtain, a valid state driver's license.
- Ability to work weekends, evenings, and occasionally more than 40 hours in a week.

### Preferred Qualifications

*This is a broad description of the qualifications for the Stewardship Forester position. We do not expect any single candidate to possess all the qualifications listed. Research tells us that some individuals will only apply to roles if they meet all the listed qualifications, but we will train you and we expect you to learn in the role. We are looking for team members who round out our current skill base. If this is you, we encourage you to apply.*

- Master's degree with academic training and experience in forestry or another natural resource-related field. Working knowledge of forest management principles, strategies, and practices to plan and implement forest stewardship activities in rural, urban interface and urban landscape settings.
- Understanding of Washington DNR Forest Practices Board rules and implementation guidance, familiarity with Washington DNR Forest Practices application procedures, and knowledge of other local, state, and federal regulations affecting forest land management.
- Successful professional experience in general forest management activities such as forest road design and construction, timber management planning, silvicultural techniques, reforestation methods, and timber harvest boundaries.
- Experience providing technical assistance and working with on-the-ground implementation of conservation practices and natural resource management using NRCS standards, including writing NRCS CAP106 level plans.
- Demonstrated comprehensive project management skills, including project prioritization, goal analysis, and project evaluation.
- Experience working independently to manage workload, schedule, and resources to meet deadlines and achieve goals.
- Proficiency in written and oral communication skills to address groups, to prepare and explain forestry plans, to prepare informational articles, and to prepare summary work reports.
- Intermediate to advanced skills in computers and software, including ArcGIS, global positioning system (GPS) devices/software, Microsoft Word, Excel, PowerPoint, Outlook, and Smartsheet. Typical uses include writing reports, tracking work progress, preparing educational and informational materials, and recording field data.

### Physical Requirements and Working Conditions

This position involves office work (75%) and fieldwork (25%). Regular office work includes long periods of stationary computer work, typing, and reading from a screen. It is necessary to have adequate vision and motor skills to perform the duties of the position, including hearing voice conversation and the manual dexterity to operate a computer.

Fieldwork may occur outside in inclement weather conditions and may require you to traverse uneven terrain. You may occasionally lift and carry materials weighing up to 50 pounds. You must be able to operate a motor vehicle safely. Occasional non-overnight and overnight travel may be required. The position will require occasional work on weekends or after regularly scheduled work hours. This position description describes the functions and qualifications for the position. It does not exclude an opportunity for modifications consistent with providing reasonable accommodation.

### Location

The position is based in Newport, Washington within Pend Oreille County in beautiful Northeast Washington. Staff have the option to work in a hybrid setting (3 days in the office, 2 days maximum working remotely). Staff will make frequent field trips to project areas which involve traversing over difficult terrain.

## Benefits

After a 60-day probationary period, the district provides a comprehensive benefits package with medical, dental and vision coverage for regular employees and eligible dependents.

- Vacation accrual begins at eight (8) hours per month and increases based on years of service.
- The district recognizes ten (10) holidays per year, which includes one (1) personal holiday.
- Sick leave accrues eight (8) hours per month.
- The district and its employees participate in the Washington State Public Employees Retirement System (PERS).
- The district offers medical and dental insurance premiums through the Public Employee Benefits Board (PEBB).
- Premiums for a single membership to the Camas Center for Community Wellness paid at a rate of 100% or other gym memberships to be discussed.

## POCD is an Equal Opportunity Employer

*POCD is an equal opportunity employer and does not discriminate against any person on the basis of race, religion, color, sex, age, national origin, marital status, veteran status or the presence of any sensory, physical or mental disability or the use of a trained guide dog or service animal by a disabled person. Please let us know if you need any accommodation to participate in the application process.*

## To Apply

Screening of applications for this position begins August 16th; the position is open until filled.

Applicants must submit the following:

- 1) An application letter that specifically demonstrates how the applicant meets the minimum and preferred qualifications for this position,
- 2) A detailed resume or CV that shows all work/volunteer experience in enough detail to demonstrate how the applicant meets qualifications, and
- 3) The names and phone numbers of three professional references.

All applications must be submitted electronically in PDF format to [admin@pocd.org](mailto:admin@pocd.org). Failure to submit all required materials will remove an applicant from consideration.

For further information, visit [pocd.org/job-opportunities](http://pocd.org/job-opportunities) or contact Alex Case-Cohen, District Manager at 509-447-1155 or by email at: [alexcc@pocd.org](mailto:alexcc@pocd.org).