



LAKE COUNTY

Resource Conservation District

FORESTRY AND FIRE COORDINATOR POSITION DESCRIPTION

ORGANIZATIONAL BACKGROUND

The Lake County Resource Conservation District (LCRCD) is dedicated to the locally-led, long-term sustainable conservation and stewardship of natural resources and agriculture in Lake County, California. LCRCD is a non-regulatory, special district of the State of California that provides conservation assistance to private landowners across Lake County. Originally formed by Congress for soil conservation, the expanded mandate today includes forest and watershed health, fish and wildlife habitat enhancement and restoration, invasive species management, conservation planning, and education. RCDs combine the accountability and transparency of a public agency with the flexibility and non-regulatory approach of a non-profit organization. This nimbleness allows RCDs to adapt to the ever-changing needs of our communities, build trusted relationships, and act as the crucial bridge that connects individuals with state and federal partners and programs.

The LCRCD administers the Lake County Fire Safe Council (LCFSC). Its mission is to convene partners to coordinate wildfire resilience work and standardize messaging across Lake County and empower all residents with the educational, physical, and financial resources to proactively protect their family, property, and community from wildfire. Both LCRCD and LCFSC work collaboratively with Lake County governmental bodies, state and federal agencies, and non-governmental organizations to actualize their organizational purposes.

POSITION SUMMARY

The Forestry and Fire Coordinator will work closely with LCRCD's Forest Health Program and LCFSC staff to provide technical forestry support and coordination on behalf of the LCFSC to ensure the successful delivery of programming and completion of grant deliverables. Additionally, the Forestry and Fire Coordinator will support community outreach and engagement activities across LCRCD. The Forestry and Fire Coordinator will report to the Conservation Program Manager.

FOREST HEALTH PROGRAM SUPPORT (50%)

The Forestry and Fire Coordinator will support Forest Health Program project staff in delivering technical assistance to private forest landowners and ensuring the successful delivery of programming and individual projects on an as needed basis. This could include: conducting site visits, completing forest inventories, supporting the development of forest management plans, coordinating and delivering workshops and outreach events, developing project concepts and funding proposals, and providing additional support for Forest Health Program staff as assigned by the Conservation Program Manager and/or Executive Director.

LAKE COUNTY FIRE SAFE COUNCIL COORDINATION (35%)

The Forestry and Fire Coordinator will assist with critical LCFSC activities, including the following: serving as the County Coordinator on behalf of LCFSC and communicating as necessary with California Fire Safe Council; facilitating and/or participating in regular LCFSC meetings; attending regular local FSC meetings; establishing new channels of communication with Firewise Communities; developing LCFSC's communications capacity through website maintenance, bilingual programming, newsletter development, and other tasks; and other community outreach and partnership development tasks as assigned by the Conservation Program Manager and/or Executive Director.

COMMUNITY OUTREACH AND ENGAGEMENT (15%)

The Forestry and Fire Coordinator will support community outreach and engagement activities across LCRCD, including the following: managing and further developing LCRCD and LCFSC's social media accounts (Facebook, Instagram, etc.), developing promotional materials (flyers, brochures, etc.) for workshops and outreach events, tracking outreach efforts and identifying new partnership opportunities, and other tasks as assigned by the Conservation Program Manager and/or Executive Director.

SKILLS AND QUALIFICATIONS

REQUIRED QUALIFICATIONS

- Motivated self-starter passionate about the mission of LCRCD and LCFSC
- Experience at a non-profit or public agency
- Experience with forestry, including completing inventories and supporting the development of forest management plans, and familiarity with federal cost-share programs such as the Environmental Quality Incentives Program (EQIP)
- Experience with community outreach and engagement
- Outstanding interpersonal skills and the ability to establish, develop, and maintain effective partnerships
- Fluency in Spanish
- Proficiency in a variety of workplace software programs, including Google Workspace (Gmail, Drive, Sheets, etc.), Zoom, and Adobe as well as graphic design platforms such as Canva
- Ability to attend occasional evening and weekend community meetings and events (virtually and in-person) as needed
- Valid driver's license and good driving record

PREFERRED QUALIFICATIONS

- Experience working with rural, low-income, and/or monolingual Spanish-speaking communities
- Experiencing directly supporting the work of a Fire Safe Council and/or working with Firewise Communities
- Experience integrating justice, equity, diversity, and inclusion into organizational values and operations
- Bachelor's degree or coursework in forestry, environmental science, natural resources management, or related field or work experience that provided similar foundational knowledge

BENEFITS

- This is a non-exempt, full-time position (32-40 hours/week), at a pay rate of \$30/hour. Benefits include a pro-rated \$500 monthly health insurance stipend and 40 hours of sick leave.
- After an initial three-month probationary period, benefits will include 13.5 paid holidays and up to 120 hours vacation (accrual based on hours worked).
- This at-will position is fully funded for one year, and continued employment is contingent on additional funding, expected through the actions of all staff.

LOCATION

This is a hybrid position that will frequently require work in the field and regular attendance at in-person meetings in Lake County. The Forestry and Fire Coordinator will have the option to work from a shared office space at 889 Lakeport Blvd. and/or a home office when not working in the field and/or at in-person meetings.

APPLICATION INSTRUCTIONS

Please submit a cover letter and resume to julia.sullivan@lakercd.org with the subject “Forestry and Fire Coordinator Application”. Applications will be accepted on a rolling basis with the first review on May 12, 2025.

LCRCD is an equal opportunity employer. Candidates reflecting the social diversity of California are strongly encouraged to apply. It is the policy of LCRCD to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, or national origin.