



## CHIMACUM RIDGE COMMUNITY FOREST - COMMUNITY FOREST MANAGER

<b>Job Status:</b>	Full-Time (1.0 FTE), salaried, non-exempt	<b>Start Date:</b> October 2023
<b>Benefits:</b>	Paid vacation and holidays (12 days paid vacation in the first year (increases with service over time) + 11 annual paid holidays) Paid sick leave Medical and vision insurance Simple IRA retirement benefits Disability insurance Life insurance	
<b>Compensation:</b>	Starting range \$60,000-\$70,000 per year DOE OR \$48,000-\$58,000 per year DOE + on-site housing	
<b>Reports to:</b>	The Executive Director of Jefferson Land Trust and the Chimacum Ridge Community Forest Board of Managers.	
<b>Hours:</b>	Monday - Friday 9am - 5pm with occasional weekend and/or evening hours	
<b>Location:</b>	Chimacum, Jefferson County, Washington on the Olympic Peninsula.  The Community Forest Manager will be an employee of Jefferson Land Trust but they will be the sole staff member for the Chimacum Ridge Community Forest and will be based on-site at the Forest.	

**At Jefferson Land Trust, we embrace a people-first approach. We appreciate and encourage the talents and passion of our employees. We strive to hire great people and keep them interested, empowered, and fulfilled. We value equity, respect, accountability, creativity, collaboration, and innovation. We are a team that is committed to and embraces diversity, equity, inclusion, and justice principles.**

### **JEFFERSON LAND TRUST ORGANIZATIONAL MISSION:**

*Helping the community preserve open space, working lands, and habitat forever.*

### **POSITION SUMMARY:**

We are seeking a creative and self-motivated individual to become the Community Forest Manager for the Land Trust's 918-acre [Chimacum Ridge Community Forest](#).

This position is public-facing, working with the local community, visitors, volunteers, partners, tribes, schools and Land Trust staff to manage the Forest to ensure that the desired ecological, economic,

social, cultural, and educational benefits flow to the community. The Community Forest Manager is responsible for providing safe and equitable access for visitors through education, engagement, programming, and building and maintaining associated infrastructure, including signage, parking lot, trails, pavilion, and viewpoints.

This position is also technical, working with contractors and public agencies to manage timber harvests that meet the priorities for the Community Forest. Jefferson County is home to a strong wood-based economy with a boat yard, lumber yards, wooden boat and woodworking schools, sawyers, fellers, and small local mills. The Community Forest is intended to provide a regular supply of timber to this part of the local economy.

Interested candidates should read our [Strategic Vision Framework](#) for the Chimacum Ridge Community Forest.

## **JOB ROLES & RESPONSIBILITIES**

The focus of the Community Forest Manager will be on the health, productivity, and operation of the Community Forest. Priority tasks will vary with the time of year and the health of the Forest.

### **Primary responsibilities include:**

- **Community Stewardship**
  - Developing and maintaining good working relationships with neighboring landowners, fire and law enforcement officials, Indian Tribes, educational institutions and programs, the larger east Jefferson County community, and visitors to ensure a balance of interests are represented in decision-making for the forest.
  - Supporting safe and equitable community access for education and recreation on the property through construction and maintenance of a parking area, trails, signage, and gathering areas.
  - Working with local schools and colleges to facilitate the development of programs that highlight the benefits of the Community Forest including access, tours, presentations, and written materials.
- **Site and Forest Management**
  - Working with forestry consultants to assess stands, plan, obtain appropriate permits, contract, and oversee the regular harvest of timber and other forest products. These harvests need to be consistent with the conservation easement and ecological goals. Harvests may be large (commercial) or small scale (local).
  - Working with contractors, WCC crews, and heavy equipment operators for road maintenance and other larger projects.
  - Recruiting, managing, and retaining volunteer crews for trail management, invasive plant control and other tasks to maintain access and forest health.
  - Developing and implementing an emergency management plan.
  - Working with volunteers to establish baselines of the ecological function of the Community Forest, such as wildlife, vegetation, and water quality.
  - Developing demand for certified wood and for products made with sustainably-produced forest resources such as salal berries and greens, mushrooms, and other non-timber forest products.
  - Researching and pursuing FSC certification for Chimacum Ridge timber.

- **Administrative Management**

- Collaborating with the Board of Managers to develop and maintain the Forest budget.
- Contributing information for grant-seeking activities.
- Record-keeping tasks including tracking expenditures, GIS data management, tracking of volunteer hours and work accomplished, and the maintenance of plans and policies.
- Delivering regular reports to the Board of Managers and the Land Trust's Executive Director.
- Developing policies and procedures for Community Forest management in collaboration with the Board of Managers.
- Ensuring compliance with all laws and regulations applicable to the Community Forest, including conservation easements, and maintenance of sustainable forestry certifications.
- Working with the three Advisory Groups (Social, Economic and Ecological) and the Board of Managers to develop working plans for the Community Forest.
- Documenting the recreational value of the community forest and its impact on local businesses as identified in Jefferson Land Trust's Economic Benefit Study.
- Special projects and other duties as assigned.

At Jefferson Land Trust, we are invested in, and focused on, contributing to a more equitable and just Jefferson County. We are committed to cultivating a diverse staff that is representative of the communities in which we live and work. A candidate's qualifications for this position can come from professional and/or lived experience.

If you don't check off every box in the Desired Qualifications and Core Competencies sections below, please consider applying anyway. Studies have shown that marginalized communities, such as women, LGBTQ+, and people of color, are less likely to apply for jobs unless they meet every single qualification. If you believe you can succeed in this position and describe why, we encourage you to apply.

### **DESIRED QUALIFICATIONS**

- At least four years of experience working as a park ranger or in a similar position involving natural history interpretation, visitor management and engagement, trail building and site management, or at least four years of experience working in natural resource management.
- Bachelor's degree in Forestry, Conservation Biology, Natural Resources Management, or related fields; or equivalent education and experience.
- Considerable knowledge of forest ecology and wildlife habitat.
- A minimum of two years of project-oriented experience in a role requiring diplomacy and consensus-building skills.
- Experience developing and managing new programs involving volunteers.
- GIS experience including database administration and map-making.
- First Aid certification, or willingness to get certified.
- Passion for responsible stewardship of forestland and community access.

### **CORE COMPETENCIES**

- Outgoing and friendly with the ability to meet, work, and communicate with diverse stakeholders and community members.

- Self-motivated with the ability to work independently, manage multiple tasks, and meet time commitments.
- Work collaboratively with a strong ethos of cooperation.
- Act as a leader and uphold high ethical standards.
- Commitment to and knowledge of diversity, equity, inclusion, and justice principles
- Strong interpersonal, oral, and written communication.
- Strong document preparation, reporting, and record-keeping skills.
- Strong attention to detail and planning, organizational, analytical, and problem-solving skills.
- Fluency with MS Office programs and Google Workspace
- Commitment to confidentiality

### **PHYSICAL REQUIREMENTS**

- Physically able to conduct demanding fieldwork and traverse occasionally rough terrains in variety of weather conditions.
- Ability to use a keyboard, complete written documents, and operate general office equipment.
- Ability to work occasional non-standard hours, including evening and weekend events. Ability to be on-call in cases of emergency.
- This position requires the employee to have the ability to travel to various locations throughout Jefferson County for meetings or other assignments.
- This position requires the ability to lift up to 50 pounds.

### **To APPLY**

1. Send a resume and cover letter to [kc@kinshiphr.com](mailto:kc@kinshiphr.com) with the subject: Community Forest Manager. To ensure equity in hiring, Jefferson Land Trust is partnering with an HR Consultant, [Kinship HR](#). Please direct all materials and questions via email to Kinship HR; please do not contact Jefferson Land Trust directly in regards to this role.
2. In a brief (no more than one page) cover letter, please share your experience of and/or what inspires you about a community forest managed for sustainable timber harvesting and ecological benefit.
3. We will begin reviewing applications on a rolling basis through September 8, 2023. Priority will be given to applications received before this deadline; the position will remain open until filled.