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Job Opportunity

Giant Sequoia Coordinator & Southern Sierra Watershed Restoration Project Manager

Plumas Corp is looking for a full-time (40 hours/week) Giant Sequoia Coordinator and Watershed Restoration Project Manager in the Southern Sierras. The Giant Sequoia Coordinator work is 75% of the position and directly supports the Giant Sequoia Lands Coalition (GSLC) efforts. The Watershed Restoration Project Manager work is 25% of the position and assists other staff in managing a suite of Plumas Corp watershed restoration projects in the Southern Sierra region. Projects are located primarily on public lands (Sequoia National Forest and Giant Sequoia National Monument, Sequoia/Kings Canyon National Park, Sierra National Forest), at elevations of 3,000- 9,000 feet. Field work may consist of collecting meadow topographic survey data, evaluating wildfire hazard conditions, evaluating and mapping vegetation, trees and forests (including giant sequoia groves), conducting stand exams, hydrologic and forest monitoring, and project implementation. The position includes both office and field work. Occasional evening and weekend work may be required as job duties demand. In addition to fair weather field work, expect heat, cold, rain, snow, noise, and dust. Travel to remote locations can be expected.

We are looking for someone interested in building a career in a non-profit culture, serving the natural resources of the southern Sierra Nevada. This position may provide opportunities for growth into additional leadership roles within the organization.

Desired Skills and Knowledge

- B.S. or higher degree, or demonstrated knowledge, in some combination of environmental fields such as forestry, fluvial geomorphology, hydrology, ecology, botany, biology, or traditional ecological knowledge.
- Strong written, verbal, and listening communication skills
- Stakeholder facilitation and consensus-building skills
- Fully conversant with MS Office (Word, Excel, PowerPoint) and Adobe
- Program and project management



Plumas Corp is a 501(c)(3) nonprofit organization.

- Contract administration
- Able to work independently in challenging environments and meet deadlines

Coordinator Responsibilities Include

- Facilitate effective communication between Giant Sequoia Lands Coalition (GSLC) members, partners, and other stakeholders.
- Attend GSLC meetings, including LEARN and ACT branch meetings, in order to provide reliable, integrated information for dispersal and collaboration.
- Convene and formalize a Giant Sequoia Partner Collaborative to work with the GSLC to gather data, coordinate planning and help prioritize and implement resiliency treatments in the Southern Sierra region.
- Coordinate and maintain multiple modes of information dissemination (power point presentations, newsletter, Web page, e-mail network, etc.) within, between, and outside the GSLC, GS partner collaborative, and other stakeholders.
- Coordinate, record, and disseminate all Giant Sequoia (GS) Partner Collaborative meetings, including agenda development, notifications, minutes, action items, etc.
- Create a data portal to centralize and make accessible all giant sequoia grove data with support from the GSLC and GS partner collaborative.
- Develop a comprehensive project planning database and map of all planned and implemented forest health projects in the Southern Sierra region to prioritize, track, and maintain treatments.
- Utilize Conservation Biology Institute's (CBI) Forest Resilience Model and decision-support system to plan and prioritize with the GSLC and GS partner collaborative a five-year giant sequoia project implementation pipeline.
- Working with the GSLC members and partner collaborative, produce a draft Giant Sequoia Health and Resiliency Assessment utilizing the best available science and CBI's resilience models.
- Work with the Tulare County Resource Conservation District to develop a shovel-ready implementation plan for the Case Mountain groves on private and public lands.
- In collaboration with Plumas Corp's Chief Administrative Officer, develop and submit quarterly and final reports and invoices to grantors, GSLC members, the GS partner collaborative, and other entities.
- Develop and maintain good relations with grantor agency personnel and contract managers.
- Develop and administer subcontracts with giant sequoia and watershed project partners, and with vendors for environmental review, construction, or other tasks, as needed.

- Coordinate activities with ongoing GSLC, GS partner collaborative, other stakeholders, and local efforts to promote efficiency and synergy.
- Assist in the production of publicly circulated documents, articles and reports that relate to preliminary or final results of Plumas Corp projects in the Southern Sierra region.
- Assist other Plumas Corp staff with fieldwork as needed, and to familiarize with current and future project areas.
- Assist in preparing giant sequoia project information for Plumas Corp annual reports and budget.
- Assist with program development efforts (Save Our Sequoias, etc.) to maintain a working understanding of the integration of resource issues from the field to the political arena.
- Other duties as assigned.

Watershed Project Manager Responsibilities Include

- Work with landowners and partners to evaluate landscapes for ecological and hydrologic function.
- Develop ecologically sound solutions to typical watershed issues such as incised stream channels, soil erosion, sedimentation, ditching, roads, and burned or over-crowded forests, in the context of working watershed-scale landscapes, with multiple stakeholders.
- Serve as the lead and/or support staff for a suite of 10 watershed restoration projects in various stages of development and implementation. The project manager typically completes tasks such as:
 - Communications with landowners, stakeholders, contractors, regulators, scientists
 - Topographic and hydrologic data collection, analysis, and interpretation
 - Comprehend and apply quantitative and qualitative data in the field
 - GIS mapping
 - Design plan development and documentation
 - Grant proposal and budget development
 - Environmental compliance documentation (i.e., CEQA/NEPA and permitting)
 - Writing technical reports, restoration plans, environmental analysis documents, monitoring reports, and grant applications.
 - Contract development and field administration
 - Construction supervision / heavy equipment operation (optional)
 - Project effectiveness monitoring
 - Final reporting to funding agencies/stakeholders.

Prospective applicants must provide their own transportation to project work sites. An all-wheel or 4-WD vehicle with good clearance is needed. All mileage is reimbursable at IRS rates. All other field and office equipment will be provided by Plumas Corp.

Wages & Benefits

Plumas Corp, a 501(c)3 private non-profit, is offering this opportunity as a full-time (40 hours/week) “at-will” position based in the Southern Sierra region. The selected candidate would work from their home in the Southern Sierra region, preferably in Tulare County near Sequoia National Park and Sequoia National Forest. Wages and benefits are commensurate with experience. Starting hourly wage rates range from **\$28 to \$32 per hour**, with the following benefits:

- 10 paid holidays
- Two weeks (10 days) paid vacation leave
- Up to 12 days of paid sick leave per year
- Medical insurance with options to opt into additional vision, dental, and life insurance
- Up \$200 per month reimbursable wellness benefit
- A Simplified Employer Retirement Plan that contributes 7% of gross pay per pay period to a recognized tax-deferred retirement fund account of the employee’s choice

Annual cost of living allowances (COLA) and merit wage increases are considered as budgets allow.

How to apply

Please electronically submit to gia@plumascorp.org **no more than a two-page resume** that illustrates the skills you can bring to the position, and a **one to two-page letter** of interest describing:

- Your knowledge of and interest in Plumas Corp
- Your motivation and perceived ability to perform the work described
- Your long-term professional goals
- Your level of desire and commitment to working and living in the Southern Sierras, and your ability to accommodate extensive travel for work

Applications will be accepted through April 30, 2023. Anticipated start date is June 1, 2023.
Please contact Gia Martynn with any questions at 530-927-5279.