



Job Announcement

POSITION TITLE: Forest Program Associate
ANNOUNCEMENT POSTED: January 11, 2023
APPLICATIONS ACCEPTED: January 11 – February 8, 2023
PREFERRED START DATE: March 2023

ABOUT SUSTAINABLE NORTHWEST

Sustainable Northwest is a conservation and community-focused nonprofit organization. Our work brings entrepreneurial solutions to natural resources challenges to keep lands healthy and provide economic and community benefits. We believe a healthy economy, environment, and community are indivisible, and that all are strengthened by wise partnerships, policies, and investments. Founded in 1994, our work focuses on forests, ranches, clean energy, water, and green markets. Through this spectrum of work, we help to ensure both rural communities and urban centers have healthy landscapes, resilient economies, and engaged communities.

POSITION DETAILS

LOCATION: Central Washington
REPORTS TO: Forest Program Manager
EMPLOYMENT STATUS: Full-Time Exempt, 35-hours per week
SALARY: \$52,000-\$60,000
BENEFITS: Sustainable Northwest offers a generous benefits package supporting employee wellness and offers medical, dental, vision, life and long-term disability insurance; ample paid time off, sick time, and 11 federal holidays; flexible daily and weekly work schedules; 403(b) retirement plan with employer contributions; cell phone reimbursement; transit and bicycle benefits; pre-tax spending plan for medical and/or dependent care; support for professional training.

The Forest Program Associate is a one-year project-limited position with the potential to become a permanent position pending additional project funding and performance. Position will be located within the central Washington region. The position will have a strong focus in Central Washington and will be required to travel. The Forest Program Associate is responsible for coordinating and supporting Sustainable Northwest's initiatives related to supporting planning and implementation coordination of the Central Washington Initiative, advancing the use of prescribed fire and/or managed wildfire, engaging in community outreach, and coordinating various stakeholder networks. This position is supervised by the Forest Program Manager; they will work independently and with the Forest Program team to advance Sustainable Northwest's vision for forest resilience and rural economic development across Oregon and Washington.

KEY RESPONSIBILITIES DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Support strategic state and regional networks to help achieve the goal of scaling forest innovation across Oregon and Washington.
- Support initiatives to create opportunities for peer-learning, networking, and engagement for community partners.
- Coordinate and support the planning, execution, and evaluation of various meetings with diverse stakeholders and partners.



- Develop relationships with and provide assistance to organizations working on cross-boundary forest management issues including state and federal agencies, Indigenous Nations and Tribes' Natural Resource Departments, universities, nonindustrial and industrial landowners, and organizations providing technical assistance.
- Actively engage in organizational and program-specific work to advance equitable outcomes and emphasize inclusive, diverse, partnerships.
- Represent Sustainable Northwest in public and private settings, including conferences, partnerships, and meetings with foundation staff, private donors, and government decision-makers.
- Identify new funding opportunities to support and expand initiatives and work with the Forest Program team to apply for grants and contracts.
- Work with the Forest Program Director and Forest Program team on individual and program work plans, and associated Forest Program strategic planning documents.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in forestry, natural resources management, public policy, or related field.
- Experience working on outreach and engagement with diverse stakeholders particularly in rural areas.
- Experience in meeting coordination and follow up, project management, and balancing multiple lanes of communication.
- Ability to summarize meetings into succinct and accurate meeting notes.
- Commitment to diversity, equity, and inclusion.
- Ability to work independently and as part of a team; willing to be flexible and adaptive when needed.
- Strong written and oral communication skills.
- Highly organized and intellectually curious with a willingness to learn.
- Solutions-oriented ability to problem solve for multiple outcomes.
- Training or experience in facilitation and conflict resolution.
- A good sense of humor.

PREFERRED QUALIFICATIONS

- Understanding of the ecological, social, cultural, and institutional landscape of forest ecology and management in Washington and the Pacific Northwest.
- Working knowledge of ecological forest restoration, forest management practices, Forest Service and other state and federal agencies' land policies and regulations (including the National Environmental Policy Act, NEPA).
- Demonstrated experience in science-based decision making, program and project management, and collaborative processes.



- Knowledge of Pacific Northwest Indian Tribes (federally and non-federally recognized), treaty rights, reserved rights, government-to-government relationships, and trust responsibilities.

PLEASE NOTE

The skills and experience listed above are what we believe is necessary to succeed in this position. However, we encourage all interested applicants to apply and underscore applicable skills unique to you in your cover letter.

Sustainable Northwest is an equal opportunity employer. We encourage applications from candidates with diverse backgrounds and individuals from historically underrepresented groups, whose experience will strengthen our organization. We do not discriminate based on an applicant or employee's race or ethnicity, national origin; gender, gender identity or sexual orientation; religion or creed; age, ability, or other legally protected status. We offer reimbursement for reasonable and necessary travel expenses incurred during the final in-person interview.

TO APPLY

Send an email with 'Forest Program Associate' in the subject line. Email cover letter and resume to Hannah Meganck at hmeganck@sustainablenorthwest.org. Incomplete submissions will not be considered. No phone calls or email inquiries, please. We will begin reviewing applications on February 9, 2023. Interview questions will be provided in advance. References will be requested of finalist candidates.