

JOB ANNOUNCEMENT

Tribal EcoRestoration Alliance - Lake County, CA

A Fiscally Sponsored Project of the Occidental Arts & Ecology Center

tribalecorestoration.org

JOB TITLE: Field Manager

REPORTS TO: Executive Director

JOB TYPE: Hourly, non-exempt

SUPERVISES: Crew Lead, Crew Members (5 people total)

LOCATION: This position is based in Nice, CA in Lake County. Remote work can be required until COVID-19 public health recommendations allow for office work. Substantial field work within Lake County and surrounding areas.

SALARY: \$48,000 - \$58,000 annual salary, commensurate with experience and qualifications. 30 - 40 hours / week (projected to be full-time by the end of 2021). Salary growth possible as organization grows.

ORGANIZATIONAL VISION

The Tribal EcoRestoration Alliance (TERA) is a cross-cultural, multi-organizational collaborative that works to revitalize ecology, economy, and culture through indigenous-led stewardship.

The mission of TERA, founded in 2019, is to cultivate land stewardship, livelihood, and leadership skills that weave collaborative relationships between Tribal members and the community at large for the benefit of all lands and beings. Our program goals include:

- Strengthen ties to land and culture
- Connect tribal members with meaningful livelihoods and culturally relevant work in their ancestral territories
- Regenerate local ecology of the North Coast Ranges, and improve resilience to fire
- Build capacity for native voices to play a central role in land stewardship

TERA is a young organization in a dynamic growth phase, and building a team of professionals who are deeply committed to TERA's vision. TERA is a fiscally sponsored project of the 501c3 nonprofit Occidental Arts & Ecology Center (OAEC), who provides administrative support for the project as fiscal sponsor.

POSITION SUMMARY

The Field Manager is a team leader, and a people-oriented, systems-thinking, operations-minded project manager who will work closely and collaboratively with the E.D. to set up TERA's hand crew for success. The Field Manager will develop, implement and ongoingly coordinate Crew Safety & Operations, including schedule, materials, contracts, work-flow, and on-the-job training and safety procedures for TERA's 4-5 person hand crew that will be focusing on forest management, fuel reduction, and fire resilience work. The position is estimated to be approximately 60% administrative work in the office, and 40% field work.

The Field Manager will be a core leader in the organization, working closely with the E.D. to build TERA's capacity in a crucial moment, setting up the organization and the greater Tribal

community of Lake County to access upcoming funding and support for forest and fuels management.

A DAY IN THE LIFE

On a typical day, the person filling this role might imagine spending the morning on a site visit with the local RCD and the E.D. to explore an oak woodland restoration contract, or in the field mentoring the hand crew with a complicated felling operation. The afternoon might include filling out a grant report, or writing up an estimate for a new fuels reduction contract on Tribal land.

The person filling this role will not be afraid of a chainsaw or an Excel spreadsheet, and will probably enjoy the diversity of tasks included in the position. Strong team-building skills, a commitment to mentorship, and a sense of service to people and the land would make this job easy and fun. Challenges of the job include navigating priorities in a quickly growing organization, and keeping the crew healthy and safe amidst the COVID-19 pandemic. The ideal candidate would be community-minded, passionate about ecology, and dedicated to the sovereignty and empowerment of First Peoples.

DUTIES AND RESPONSIBILITIES:

1) Project Management:

- Work with the E.D. and partners (including the USFS, local RCDs, county, private landowners, and state and federally recognized Tribes) to secure restoration and fuels reduction contracts. Understand and follow tribal consultation process when working on tribal lands.
- Visit sites, conduct site assessments, and assess suitability of the job for TERA crew. Work with E.D. to prepare proposals, timelines, estimates and contracts for client / landowner.
- Orient crew to the job site and provide ongoing mentorship and support for crew; stay in communication with Crew Lead throughout the progress.
- Manage contract and budgets, ensure project stays on budget and timeline, provide regular reporting to client and TERA team.
- Orient Crew Lead with the project plan, job schedule, tools needed; provide bridge between the crew and landowner / client.
- Coordinate and track project billing with fiscal sponsor administrative staff.
- Write grant reports regarding field work as needed.

2) Crew Operations & Safety:

- Develop TERA's Safety Policies as well as everyday safety practices and procedures to prepare the crew for launching in April of 2021.
- Work with Crew Lead to ensure safe on-the-job practices. Provide ongoing safety training, and locate guest safety instructors where appropriate.
- Create Evacuation Plan for each jobsite and ensure that Crew Lead has thorough information for keeping crews safe on the job.
- Provide ongoing mentorship for crew to help them develop their professional skills.
- Work with TERA E.D. to create career development goals, incentives, and associated raises for the crew, and effectively communicate expectations to crew ongoingly.
- With support from Crew Lead, responsible for ensuring that TERA equipment is well-maintained. Schedule and coordinate regular maintenance for all equipment

including work truck, chainsaws, etc; trouble-shoot and coordinate timely repair work as needed.

3) Training:

- Support the E.D. with field training and the 140 hour curriculum, which runs 1 - 3 times annually.
- Teach sections of curriculum as needed, particularly in the forestry / fuel reduction realm (chainsaw safety, maintenance and operation; on-the-job safety; felling and stacking trees; pile burning).
- Organize tools and materials for training.
- Work with E.D. to develop ongoing, on-the-job training opportunities for crew, including on-the-job training to crew when arriving at a new project site.

PROFESSIONAL QUALIFICATIONS:

Minimum Qualifications:

- High School diploma or GED minimum. Bachelor's Degree in ecology, natural resource management, forestry, or related field preferred.
- Experience working with Tribal communities.
- Interest and willingness to learn about contemporary challenges, concerns, and interests of Lake County tribal community and ecology.
- 3 years working on fuels reduction or fire crew.
- 3 years experience as supervisor, strong leadership skills, commitment to team-building and creating a healthy work environment.
- 1 year experience as project manager implementing fuels management and / or restoration projects.
- Strong chainsaw safety and utilization skills. Prefer TCIA or S212 chainsaw certification or equivalent.
- Familiarity with repair and maintenance of small engines and vehicles.
- Strong safety background. First Aid & CPR, OSHA 30, and Wilderness First Responder (or equivalent training).
- Proficiency and flexibility with office technology including PCs, smartphones, digital camera, conference calls (Zoom), Word, and Excel.
- Personable and approachable. Able to work with diverse groups, build and maintain strong working relationships with TERA staff, tribal partners, private landowners, natural resource agencies, and other partner organizations.
- Highly self-motivated with the ability to work independently.
- Able to develop and follow a prioritized plan of work, set and keep deadlines and work on multiple projects concurrently.
- Strong communication skills with the ability to listen well, and write and speak effectively.
- Able to contribute to a high-functioning, collaborative team environment.
- Vehicle and valid driver's license.
- Ability to carry up to 50 lbs, work outdoors in all weather conditions, walk on uneven terrain.
- Ability to participate in meetings with partners at various community locations.

Preferred Qualifications:

- Native American Preference Applies: Preference given to qualified Native Americans pursuant to the Indian Self Determination and Education Act, public Law 93-638.
- FFTII firefighting qualifications and experience with prescribed fire or cultural burning.
- Experience working with Tribal communities.

TO APPLY please send a cover letter and resume to:

lindsay@tribalecorestorationalliance.org

Application deadline is March 1. Job start date is around April 1.

Because of the short hiring timeline, interviews of qualified applicants will occur as they are received.