



STEWARDSHIP PROGRAM COORDINATOR

GENERAL INFORMATION

Position Title: Stewardship, Full-Time

Location: Carson City, Nevada

Takes Guidance from: Regional US Forest Service Stewardship and Legacy Coordinator

Supervised by: Nevada Division of Forestry (NDF) – Urban and Community Forestry Coordinator

The NDF Stewardship Program ([Stewardship](#), [Legacy](#), [Conservation Education](#), & [Rehabilitation](http://forestry.nv.gov/fire-adapted-communities/)<http://forestry.nv.gov/fire-adapted-communities/>) is a statewide program that promotes and supports stewardship, management and conservation of natural resources by state and local cooperators across all 17 counties of Nevada. As a support mechanism for the development of natural resource management planners and implementers as well as landowners and volunteers, this program coordinator:

- **COMMUNICATES** the threats to ecosystem function and sustainability and opportunities for their management and conservation to help staff, cooperating organizations and land owners be better educated, trained, equipped and prepared to take positive actions.
- **PROMOTES** activities that ensure that lands are comprehensively assessed and treatments are planned in coordination with landowners and managers to ensure working landscapes are maintained in a condition that provides desired goods and services.
- **SHARES** funding and resources that enables staff, landowners, communities and other organizations plan and implement conservation, management and education activities that improve ecosystem health and sustainability.
- **SUPPORTS** internal agency and external cooperator efforts to implement strategic actions through administering grants as well as providing the necessary resources to support successful restoration and conservation actions.

The Vision of NDF is: A valued and relevant public agency that uses a collaborative process to deliver science based natural resource management and protection promoting resilient landscapes, fire adapted communities, and safe, effective wildfire response provided by employees that embrace the core values of duty, respect, and integrity.

The Mission of NDF is: The Division of Forestry provides professional natural resource and wildland fire management services to Nevada citizens and visitors to enhance, conserve and protect forest, rangeland and watershed values, endangered plants and other native flora.

The Stewardship Program works collaboratively with a diverse range of partners including, but not limited to private landowners, U.S. Forest Service, Bureau of Land Management, University of Nevada Cooperative Extension, Conservation Districts, local fire protection districts and departments, Nevada Division of Environmental Protection, State Historic Preservation Office, environmental education partners, as well as community leaders who have a vested interest in surrounding open spaces and wildlands.

The intent of the Stewardship program is to promote sound stewardship practices through systems that support field staff in their efforts to provide planning, technical advice and financial assistance for eligible landowners. The four areas of emphasis are to:

- Natural resources assessment, planning, and conservation practice implementation.
- Restore and rehabilitate ecosystems.

- Conserve working landscapes in an undeveloped condition.
- Educate landowners, stakeholders and youth.

The Stewardship grant program provides funding for landscape scale restoration and rehabilitation projects across Nevada’s seventeen counties. Funding is used to assess, plan and implement conservation practices (e.g. thinning, streambank stabilization, seeding, planting) using a combination of resources (e.g. hand crews, mechanical equipment, chemical applications, contractors). Grant funded projects mitigate soil, vegetation, water, cultural, and other resource threats by creating ecosystem conditions that are not conducive to the spread of damaging agents or activities. NDF solicits pre-proposals each year and then selects those grants that will effectively compete with other states for federal grant funds. NDF will assist those with proposals selected to compete by helping the cooperators develop a full proposal that will be submitted by NDF to the federal competitive grant evaluation committee. If applications compete well with those from other states and federal funds are allocated, then NDF will receive the funds and either sub-grant them to the applicants or administer them in-house. A similar approach is coordinated by this position for special allocations from the state legislature to achieve activities related to the Stewardship program areas.

POSITION DESCRIPTION

This Coordinator is responsible for providing the leadership and oversight necessary to:

- Administer the Program by **establishing goals, objectives, and actions** that support the establishment of effective, State and Local programs that are effective at stewardship, management and conservation of natural resources.
- Support the development of **well trained and equipped natural resource management professionals and educated landowners** as well as **functional statewide networks that take action** to mitigation impacts of threats to ecosystem sustainability and preserve ecosystem functions.
- Promote the **management and conservation of sustainable ecosystems** to attain landowner goals.

The Coordinator provides programmatic development, establishment and operations following the recommendations of local, regional and statewide cooperators and stakeholders, with the supervisory, legal, logistical, and fiscal oversight from NDF Staff. Most actions are regulated by the Code of Federal Regulations, State and Division Policies. The Regional US Forest Service program coordinator provides oversight and guidance to this position when necessary or requested for administration of those portions funded through the US Forest Service-State and Private Forestry.

Guidance to and mentorship of agency staff, contractors, community leaders, and cooperators will be an operational duty of the position. In addition, the Coordinator acts as a regional liaison between federal, state, county and local representatives to encourage information exchange while strengthening collaborative partnerships.

NDF staff provides some clerical and administrative assistance to this position as well as significant fiscal and contracting support. Field-based regional operations staff will also assist with technical outreach and extension of the programs across the state.

POSITION SPECIFICS

While providing organizational oversight, the Coordinator is primarily responsible for:

Grant, Agreement and Financial Management

Since the Forest Stewardship, Forest Legacy and Conservation Education portions of the overall Stewardship Program is grant funded, a priority for the Coordinator is to ensure financial sustainability for these Programs. The Coordinator works both independently and collaboratively to seek and apply for appropriate funding opportunities to support the activities carried out under the agency and Program area missions.

The Coordinator will:

- Develop, monitor and report on an annual budget that identifies anticipated expenditures and sources of revenue to support personnel, priority programs, and projects.
- Accurately manage the program budget, funding allowances and expenditure timeline information for diverse grant and other funding sources.
- Provide budgetary information and funding recommendations to the NDF Fiscal Section, other operational program areas and any collaborative stakeholder groups.
- Actively pursue, apply for, and manage federal, state and local grant opportunities often times in collaboration with interagency partners.
- Effectively coordinate efforts with NDF Fiscal Staff.
- Utilize established tracking and reporting mechanisms for all program funds with the assistance of NDF fiscal staff.
- Draft and seek appropriate approval for planning, personnel, and other related purchases, contracts or memorandums of understanding.
- Extend contracts and sub-grants to qualifying cooperators to assist them in achieving mutually desired goals and objectives.

Organizational Leadership/Sustainability/Partnerships

The Stewardship Program strives to be forward thinking when planning for the future sustainability and resiliency. The position works to ensure timely progress toward achieving mission imperatives and funding stability. The Coordinator is also an active partner in activities or efforts of cooperator and stakeholder organizations.

The Coordinator is expected to:

- Act as a statewide leader, contact and liaison to encourage information exchange while strengthening collaborative partnerships.
- Provide strategic planning and oversight to establish priorities, focus resources, and create a sustainable effective program.
- Facilitate updates to the Program and NDF strategic planning documents, desk manual and agency policy and procedures regulating the program's activities.
- Collaborate with local, regional and statewide cooperators to develop an annual plan of work that outlines priority program goals and objectives as well as establishes outcome expectations.
- Co-Coordinate, attend and contribute to the NDF Advisory Committee meetings.
- Participate as a partner on the pertinent subcommittees for the implementation of the Nevada Cohesive Strategy, Nevada Forest Action Plan, Shared Stewardship, and other interagency collaborative efforts focused on healthy, resilient landscapes in Nevada.

Education and Outreach

The Program promotes and supports conservation education for youth and adults across Nevada. Conservation education programming broaden understanding of linkages between different categories of natural resources, users, goods and services as well as the risks and threats to them. Continuous exposure to training and education through distributed materials, training courses and learning events engrains the opportunities for stakeholders to take actions that improve the health, resilience, and function of natural ecosystems.

The Coordinator is expected to:

- Provide coordination with the NDF Public Relations staff for education and outreach efforts where needed.
- Understand and effectively communicate Stewardship related issues to staff and stakeholders, delivering a consistent, specific message about costs and benefits of natural resource management and conservation actions across all public education and press forums.
- Promote excitement about sustaining working landscapes, restoring resilient ecosystems, stewardship planning, and education.
- Outreach to minority populations, identify and involve non-traditional and under-represented groups that have a need for Stewardship program support.
- Promote Stewardship through public appearances, newspaper and magazine articles, displays at public events.
- Develop, update and/or provide for the development of printed, audio and/or visual Stewardship program materials.
- Conduct and facilitate calls, webinars and in-person meetings to facilitate connections and shared learning.
- Promote and partner with educational and professional society staff in the design of workshops and learning events for cooperators through logistical, programming, hosting, etc. Promote attendance at these events throughout the State.
- Document and share results of events as appropriate with the assistance of NDF and partnering organization staff.

Landscape Stewardship, Conservation, Rehabilitation and Restoration

Stewardship Management Planning efforts provide an integral base for helping to educate cooperators, promote best management practices, prioritize areas for action and encourage multi-level collaboration. The Program strives to support and encourage planning efforts and resulting recommendations to be used as guidelines for implementation efforts. The Coordinator can contract out, participates in and facilitates the development of Plans and Assessments at broader scales while also engaging in the development of standards and guidelines.

As such, the Coordinator is expected to:

- Provide strategic guidance and oversight for planning efforts carried out by regional operations staff.
- Secure future planning contracts/ agreements with the assistance of the NDF contracting officer.
- When necessary, assist regional field staff with the facilitation, drafting and development of planning efforts.
- Coordinate technical assistance to stakeholders on program development, management and implementation through on-site consultations when requested by regional operations staff.
- Develop and coordinate tracking and reporting mechanisms for diverse grant and other funding sources that can map and document the planned and implemented projects.

- Provide program coordination assistance to NDF regional field staff to ensure success of all Stewardship related services, planning efforts, and technical assistance requests.
- Ensure the NDF regional field staff are trained and equipped to assist cooperators with grant applications as requested (e.g. State Historic Preservation Office training).
- Provide strategic planning, oversight, and budget tracking to gain financial support for statewide high priority field projects and program areas.

Research

The Program should be partnered with a team of social science and technical natural resource management and impacts researchers. Collectively, this partnership examines forest and rangeland management approaches and outcomes, restoration and rehabilitation practices, collaborative conservation models, social acceptance of natural resource management practices, and other factors affecting the efficacy of Stewardship Program effectiveness.

- Actively promote and participate in researcher-practitioner collaboration.
- Provide general input to partnering research entities for advancement of knowledge and action at all levels of the organization and program activities.

Personal and Peer Care, Development and Technical Currency

All employees at the Division are expected to develop themselves over time to become proficient in their field and to also be able to contribute and support other portions of the program areas that contribute to mission attainment. Required trainings are necessary for portions of this and elective trainings, workshops and experiences are encouraged to ensure that employees become well rounded.

- Complete required personnel training for State employees.
- Maintain professional certifications and memberships, and participate in forest and rangeland management related training, and other National, local and regional conferences, workshops, grants management trainings, and personal growth opportunities that are pertinent to the Stewardship coordinator position and duties.
- Provide mentoring, detailing, internships and cross-training opportunities for other employees and cooperators.
- Wear all required safety personal protective clothing and equipment in the performance of daily work assignments or during emergency incidents.

PERSONNEL MANAGEMENT

The Coordinator supervises the Seedbank and Biomass Coordinator and the Lead Nursery Manager for the Statewide Nursery Program. The Stewardship Coordinator is responsible for hiring and managing employees as necessary and funded, including, creating position descriptions and work performance standards, as well as resolving human resource issues and matters for subordinate staff.

- Provides general long range targets/activities of subordinate program staff in conjunction with other program areas.
- Promotes employee professional development and growth.
- Fosters a team environment by encouraging all NDF staff to contribute to Stewardship, Seedbank, Biomass, Rehabilitation, Restoration, Conservation Education and Nursery programming.
- Seeks and maintains responsibility for the performance of their own programs and those they oversee that are managed by their subordinates.
- Assists with the development of each employee's Annual Work Plan.
- Evaluates employees as required by state personnel policy dictates.

- Conducts annual self-evaluations with assistance from field, regional and state office NDF staff and cooperators.

DESIRED ATTRIBUTES

- Dedication and commitment to the mission and vision of the Program and Division.
- Leader with a track record of applying daily duty, respect, and integrity.
- Independent, self-motivated, and creative professional.
- Fosters interpersonal relationships, careful partnership building and follow-through.
- Ability to facilitate productive group deliberations concluding in supported decisions.
- Excellent oral and written communication skills.
- Strong facilitation and leadership skills.
- Public speaking and professional presentation skills.
- Team player with the ability to collect many different types of input and move forward in positive, productive ways.
- Ability to simultaneously manage multiple projects with varying levels of complexity.
- Ability to make sound decisions when considering a multitude of complexities.
- Close attention to detail and organization.
- Willingness to work some evenings, weekends and holidays and travel at least one week per month.
- Organized, capable of prioritizing, and a problem solver.

NECESSARY EXPERIENCE

- Program management and oversight.
- Strategic planning, policy and procedure development.
- Supervision and leadership.
- Volunteer development and coordination.
- Grant or financial management and reporting.
- Proven coalition building around community issues.
- Understanding of Stewardship program-related issues and management practices.
- Strong proficiency in Microsoft Excel, Word, Publisher, Access & PowerPoint.
- Map-based tracking, analysis, and planning.

REQUIRED QUALIFICATIONS

All qualifications are set forth by the State of Nevada, Department of Administration, Division of Human Resource Management per the established Class Specification for the Conservation Staff Specialist II position (<http://hr.nv.gov/uploadedfiles/hrnv.gov/content/resources/classspecs/01/01-810spc.pdf>).

Bachelor's degree from an accredited college or university in biology, ecology, natural resource management, forestry, parks management, fire management or related field and three years of journey level professional experience in a relevant resource management field that included assisting in developing, formulating, and coordinating programs, policies and procedures; coordinating special grant programs and/or contracts; and coordinating training programs; OR an equivalent combination of education and experience.

COMPENSATION

The Coordinator's salary and benefits are established by the State of Nevada. The funding sources for the salary are currently grant funding with multiple years available. The position is classified as a grade 36, with steps 1 through 10. The agency may apply for a starting salary at an accelerated step at hiring, depending on the qualifications of the candidate, though acceleration is not guaranteed. This position is a benefited employment opportunity. Benefits include health insurance, retirement, mileage, cell phone, paid time off and paid holidays.

The position is expected to work 40hrs per week from our Carson City or Las Vegas-based office location and other field locations requiring assistance. Policies and procedures are established in the following:

- Nevada State Employee Handbook,
- Nevada Division of Forestry - Division Administrative Manual,
- State Administrative Manual, and

Employee will be eligible for full benefits immediately upon hire, though leave cannot be taken within the first six months of employment, sick time can be used as accrued and a 1-year probationary period is mandatory. The position will report to, and be supervised by, the Urban and Community Forestry Coordinator at NDF with a large amount of guidance provided by several other staff in the natural resource program at NDF. Coordination with the resource program staff is essential for all programs' successes.

ENVIRONMENTAL AND PHYSICAL FACTORS:

Work is performed in an office, vehicle and /or outdoor setting in all possible weather conditions. While performing the duties of this job the employee is required to stand, sit, walk, talk, or hear for extended periods of time.

ADDITIONAL INFORMATION

Successful applicants must have a valid Nevada driver's license.

Equal Employment Opportunity. There shall be no unlawful discrimination or harassment against employees or applications for employment because of race or color, religion or creed, sex or gender, sexual orientation, national origin or ancestry, age, physical or mental disability, military status, genetic information or other protected status.