

EMPLOYMENT OPPORTUNITY

Job Title	<i>Assistant Project Manager</i>
Reports to	<ol style="list-style-type: none"> 1. Project Manager (Supervisor) – daily 2. Executive Committee - YSRCDC

Job purpose

Yosemite/Sequoia Resource Conservation and Development Council (YSRCDC) is seeking an Assistant Project Manager (“Assistant PM”) to support the management of grant funded projects and programs under the direction of YSRCDC’s Program/Project Manager. This includes the following: contract development/oversight, outreach coordination, field work, technical writing, reporting, invoicing, project development and coordination, general Council operations, and grant writing.

This will be a full-time position, dependent upon funding availability.

Organization Description

Yosemite/Sequoia Resource Conservation and Development Council (YSRCDC) is a regional 501(c)3 nonprofit serving the foothill and mountain communities of Mariposa, Madera, Fresno, and Tulare Counties. The mission of the YSRCDC is “to promote the quality and aesthetic values of our cultural, environmental, and recreational resources by improving the quality of life through diverse sustainable economic development.” The Full Council which the organization is comprised of includes 21 Sponsor Organizations: Fire Safe Councils, Resource Conservation Districts, County Board of Supervisors, land managers, and other nonprofit organizations. YSRCDC has accomplished a diverse suite of projects focused on resource conservation and economic development, including meadow restoration, fuel reduction, forest restoration and reforestation, community scale biomass, water quality and quantity projects, and wildfire recovery. YSRCDC has a small office based out of the beautiful town of North Fork, just miles away from the exact center of California.

YSRCDC is motivated to increase its presence in the southern region of its service area and encourages applicants from Fresno and Tulare Counties to apply. A remote position may be considered.

Programs and Projects

The Assistant PM will primarily be expected to support YSRCDC’s Project Manager in day-to-day tasks related to managing YSRCDC’s wildfire prevention/mitigation and forest health projects. The Assistant PM will also be expected to support project planning/development, partner coordination, and outreach/engagement activities to achieve pertinent grant-funded project/program deliverables. The other portion of the Assistant PM’s time will be spent supporting YSRCDC’s collaborative planning processes, pursuing project opportunities in biomass utilization, and exploring resources to build the

capacity of the Council's Sponsor Organizations and partners.

The Assistant PM can expect to work on the following projects:

- Madera Firewise/Title III program
- PGE 2021 Fuel Reduction Projects
- Madera Strategic Wildfire Mitigation Project
- Madera Projects – Southern Sierra All Lands Recovery and Restoration Project
- WIP Capacity/Regional Forest and Fire Capacity Program (RFFCP)
- Additional Projects upon secured funding

A secondary goal of the Assistant PM will be to seek out future funding opportunities. This includes developing a joint-grant application in partnership with American Forests by April 2022. American Forests is a national partner of YSRCDC, which is formally recognized through a Memorandum of Understanding (MOU). American Forests (AF) is a national nonprofit organization established in 1875 as the first forest conservation organization and helped found the Forest Service. As a 501(c)3 set-out to restore forest health, American Forests has planted more than 60 million trees since 1990 through American ReLeaf Partnerships in all 50 states. An initial priority of American Forests has been to expand implementation of climate-smart restoration treatments in the hard-hit forests of the Southern Sierra Nevada while working in partnership with local, state, federal and private partners to accelerate the pace and scale of forest restoration.

Position Description

The Assistant PM performs duties outlined in each individual grant agreement, under the direction of the Project Manager. Tasks differentiate depending on the funder and project or program at hand. The Assistant PM's tasks are intimately involved with grant guidelines, deliverables, outreach, reporting and deadlines. The Assistant PM will directly assist YSRCDC's Project Manager in program development, identification of "shovel ready" forestry projects, and writing competitive applications for funding. The Assistant PM will also perform outreach activities and coordination for projects and programs, including but not limited to email communications, meeting scheduling, social media posts, press releases, webpage updates, and quarterly newsletter development. The Assistant PM will also work with YSRCDC's Program Administrator as appropriate to ensure all grant responsibilities are met from an administrative standpoint (e.g., reimbursements, reconciliation, budget analysis). The desired candidate will have the ability to think creatively about the tasks at hand to see how a project may be leveraged or improved. The Assistant PM will work under the direction of the Project Manager to identify opportunities to streamline organizational efficiencies and ways to maximize benefits of projects. The Assistant PM will support the management of projects and programs while keeping leadership's best interests at hand (e.g., completing a project early if the results are not compromised in order to save or maximize resources; identifying partnership opportunities with YSRCDC Sponsor Organizations).

This position requires sharp attention to detail, anticipation of project needs, preventative thinking skills, the ability to multi-task at a fast pace, time management, and technical computer skills.

YSRCDC and American Forests Partnership:

The Assistant PM will report to the YSRCDC Project Manager. The YSRCDC/AF partnership will provide the selected Assistant PM with a unique opportunity to tap into the vast portfolio and network of a historic national nonprofit (American Forests) while exemplifying the specialties and local knowledge of a regional nonprofit organization (YSRCDC). In 2020 AF and YSRCDC executed a MOU to provide opportunity for collaboration that will leverage resources and achieve common landscape scale restoration goals. A desired outcome/milestone of this relationship is for both organizations to develop and submit a competitive grant application for a landscape scale forestry project by April 2022.

Duties and Responsibilities

Assistant PM duties include but are not limited to:

- Reviewing grant agreements in detail before signature; conduct amendments to agreements as necessary
- Write professional emails/correspondence to partners, cooperators, funders, and members of the public
- Meeting and event scheduling/coordination
- Manage budgets and timelines simultaneously
- Work with supervisor to develop, track, and oversee contracts for projects
- Perform site visits to track implementation projects and progress; maintain relationships with contractors
- Maintain funder relationships
- Work with Supervisor and Program Administrator to submit grant reports and payment requests as necessary (usually no more than quarterly)
- Develop program/project and Council outreach materials (virtual or otherwise)
 - Examples could include drafting press releases, external communications (emails, phone calls, tabling events), social media posts, webpage updates, and drafting the quarterly newsletter
- Plan and develop projects under the direction of Supervisor
- Coordinate and work with partners to identify challenges and potential solutions to projects
- Other duties as assigned with the underlining goal to support the Southern Sierra Nevada

Required Qualifications:

- Must have a minimum of a High School Diploma or GED (higher education degrees are strongly recommended)
- Must be a minimum of 18 years old
- Must be able to pass criminal background check
- Professional writing and technical computer skills
- Occasional evening and weekend work
- Comfortable working with the public
- Able to work remotely and/or in office
- A valid class C driver's license and car insurance which meets applicable California state laws

Physical Requirements:

- Occasional hiking and working outdoors for up to 6+ hours during site visits
- Ability to lift at least 25 pounds regularly

Desired Qualifications:

- **Specialized Knowledge**
 - Familiarity with nonprofit organizations and culture
 - Familiarity with grant funding (federal, state, private)
 - Understanding of the Sierra Nevada Eco-region, particularly forest restoration, wildfire topics (prevention, prescribed fire, mitigation), resource conservation, watershed restoration, and other environmental topics
 - Understanding of socioeconomics and demographics of rural foothill and mountain communities
 - Ability to use GIS software and data analysis tools
 - Familiarity with environmental planning requirements and planning processes (e.g., NEPA, CEQA, permitting)

- **Skills & Abilities**
 - Strong communication skills and ability to work with diverse partners, stakeholders, and community members
 - Grant management/administration
 - Outreach and education; public speaking
 - Ability to use Microsoft Office suite and other technologies
 - E.g., Microsoft Word, Microsoft Excel, Microsoft Outlook, WordPress
 - Ability to develop and maintain relationships with partners and Sponsor Organizations
 - Self-motivated and able to manage timelines and deliverables simultaneously
 - Can take direction from leadership and receive constructive criticism in a healthy and professional manner
 - Comfortable working in high-stress environments while managing multiple projects and deadlines
 - Capable of transparent communication with team and able to prioritize/manage expectations and tasks
 - Willingness to learn, ask questions, and seek training opportunities for professional development

Organization Websites:

YSRCDC: <http://ysrcandd.org/>

American Forests: <https://www.americanforests.org/>

Compensation and Benefits

- Pay ranges from \$20-\$22 per hour commensurate with skills and experience
- Health and dental insurance, paid time off, and select paid holidays

To apply, please submit a cover letter and resume (including 3 professional references) to:
info@ysrcandd.org

This position will be open until filled.