



Title:	Sustainable Forestry Program Manager
Department:	Sustainable Forestry
Reports to:	Sustainable Forestry Program Director
Supervises:	1 AmeriCorps member
Hours of Work:	Full-time/Exempt
Salary / Grade	\$35,568 / Program Manager

Job Summary:

The Sustainable Forestry Program Manager will assist with on-going Sustainable Forestry Program projects and initiatives. This position requires a working knowledge of forestry, and forestry issues relevant to Ohio and the Appalachian region, including: 1) Basic forest management and restoration practices, such as timber stand improvement (TSI), crop tree release (CTR), and invasive species control; 2) Small-scale wood products utilization and value added wood products marketing/manufacturing; 3) Experience with workshop/event organizing; 4) Tree and woody plant identification; and landscape-based climate mitigation strategies. The candidate for this position will also need strong time management and communication skills (writing, public speaking, phone calls, data tracking), and the ability to conduct outreach to private forest landowners, wood products entrepreneurs and businesses, and project partners. The Sustainable Forestry & Wood Products Program Assistant will lead and fulfill project deliverables for “Building The Wood Bridge,” a subaward of the AceNet POWER initiative.

Core functions

- Assist landowners with management planning, including: site visits, mapping, and writing plans for OFTL;
- Assist landowners with whole-farm business planning where forestry, NTFP, carbon credits and wood products are part of the farm plan;
- Network with Chesterhill Produce Auction (CPA) wood products manufacturers to identify new training opportunities that will help enhance quality and marketability;
- Engage and connect CPA producers with training opportunities through the AceNET wood products incubator;
- Help to expand market outlets and opportunities for CPA producers through AceNET wood products incubator, and Ohio Wood Products Database (i.e. Appalachian Partnership Inc.);
- Organize and implement workshops/trainings;

- Engage and recruit AceNET anchor tenants to participate in CPA wood products market sales;
- Work with Rural Action Sustainable Agriculture team, Media and Communications Team and CPA Manager to develop an online store for sale of select wood products (cutting boards, spoons, bowls, etc.);
- Track project metrics, and assist with all reporting requirements relevant to the project (monthly/quarterly/semi-annual/annual);
- Some supervision of AmeriCorps and volunteers; and
- Other duties as assigned.

Other Duties

- Perform grant preparation and reporting activities including writing, research and data collection;
- Attend meetings and make presentations on Rural Action's behalf

Education, Knowledge, Experience, Skills and Abilities

- Bachelor's degree in a relevant field;
- Ability to write management plans for landowners;
- Working knowledge of forestry, and forestry issues relevant to Ohio and the Appalachian region, including: including: 1) Basic forest management and restoration practices, such as timber stand improvement (TSI), crop tree release (CTR), and invasive species control; 2) Small-scale wood products utilization and value added wood products marketing/manufacturing;
- Tree and woody plant identification; and landscape-based climate mitigation strategies
- Experience with event and workshop organizing and facilitation;
- Self-starter with detail-oriented focus;
- Excellent communication skills;
- Integrity, credibility and commitment to Rural Action's mission;
- Experience with Google suite, Microsoft Word and Excel, database management, email and other computer software systems;
- Ability to work at a computer in a shared office setting.

NOTE: The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the applicant a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Affirmative Action/Equal Opportunity

Rural Action is committed to the principles of equal employment opportunity and is

committed to making employment decisions based on merit. We are committed to complying with any and all pertinent Federal, State and local laws providing equal employment opportunities, as well as all laws related to terms and conditions of employment.

This job description has been reviewed and approved by:

Debbie Phillips, CEO

date

*Please note that it is anticipated that this individual will work with the Chief Program Officer to cover the Sustainable Forestry Director's responsibilities during an anticipated leave in the spring of 2021.

How to Apply

To apply for this position, please submit a cover letter and résumé to hr@ruralaction.org.