



CONNECT • CONSERVE • EXPLORE

## Volunteer and Outreach Coordinator

**Posting date:** March 19, 2024

**Closing date:** Open until filled

**Hours:** 40 hours a week, with frequent weekend and overnight events from June through October

**Compensation:** \$52,000 - \$55,000

**Location:** CFC employs a remote work environment, with occasional meetings in our office located in downtown Vancouver, WA. This position involves travel throughout southwest Washington, including travel on remote forest roads. Potential candidates must have transportation and the ability to travel — travel costs outside the Portland/Vancouver Metro area will be reimbursed.

**Job Summary:** The Cascade Forest Conservancy (CFC) is a nonprofit organization that strives to protect and sustain forests, streams, wildlife, and communities in the heart of the Cascades through conservation, education, and advocacy. We are in search of a Volunteer and Outreach Coordinator to work on a variety of conservation projects, both in the office and in the field. This person will work closely with various partners, the public, and other CFC staff. The Volunteer and Outreach Coordinator will report to the Director of Programs. This position will require exceptional communication skills, strong proficiency in writing, a general understanding of environmental issues in the Pacific Northwest, and the capacity to rapidly adapt and deepen expertise in the dynamic realms of conservation and science.

### Responsibilities:

- Assist in the planning and fieldwork for a variety of conservation projects, including post-fire monitoring and restoration, timber sale surveys, riparian planting, beaver reintroduction, invasive species projects, and aquatic research and restoration
- Lead volunteer trips to the Gifford Pinchot National Forest and other project areas in the southern Washington Cascades
- Support the planning and implementation of outreach events
- Represent CFC at community events (tabling or hosting events) and through digital media
- Collaborate with policy and science staff and organizational partners to support ongoing federal and state advocacy efforts
- Work collaboratively with project partners, such as the U.S. Forest Service, Cowlitz Indian Tribe, Lower Columbia Fish Enhancement Group, and local universities in carrying out on-the-ground projects
- Oversee CFC's volunteer database, manage pre- and post-trip communication with volunteers, and recruit new volunteers
- Organize science data collected in the field
- Manage CFC's field gear and outreach materials
- Assist in donor, volunteer, and partner cultivation, and retention
- Other duties as assigned

**Job requirements and qualifications:**

- Bachelor's degree in environmental science, geography, biology, forestry, or related field OR bachelor's degree in a non-related field PLUS professional experience in one of these fields
- Excellent interpersonal skills, including the ability to communicate professionally and effectively with partners, community representatives, and volunteers
- Passion for the mission of CFC
- Strong writing skills
- Ability to work independently
- Comfortable working in outdoor environments, navigating in the backcountry, and camping
- Ability and interest in working toward solutions that balance the needs of both local ecosystems and local communities
- A valid driver's license and access to a vehicle to attend activities in various parts of the Portland/Vancouver metro region and in remote locations
- Must be Wilderness First Aid and CPR certified (can be completed after hiring)
- Ability to lift at least 40 lbs. and carry this weight over rough terrain
- A willingness and ability to participate in evening and weekend activities as needed, especially during summer and fall when we host one or two-day trips on most weekends

**Various combinations of the following skills and work experiences would be valuable to our team:**

- Experience leading volunteer groups
- Experience with ArcMap and/or ArcPro
- Experience with conservation campaigns and/or restoration projects
- In-depth knowledge of local flora and fauna
- Experience working in an education setting
- Backcountry experience

**The Cascade Forest Conservancy is an Equal Opportunity Employer:** CFC is committed to supporting a diverse workplace. We recognize that each employee brings unique characteristics, capabilities, and experiences to their work. We value such diversity at all levels in the organization, and we encourage applicants from all cultures, races, colors, gender identities, sexual orientations, ages, and religions, as well as veterans and those experiencing disabilities.

**Application deadline:** We will be reviewing applications on a rolling basis. Posting will remain open until filled. Please provide one or two PDF files, including a resume and a cover letter, to [shiloh@cascaforest.org](mailto:shiloh@cascaforest.org). Include your name and the job title in the email subject line. Contact information for references will be requested for final candidates.