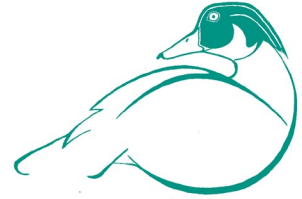


Cacapon Institute

#10 Rockford Road
Great Cacapon, West Virginia 25422
304-258-8013
ci@cacaponinstitute.org
www.cacaponinstitute.org



November 8, 2021

Position Announcement **Forestry Coordinator**

Cacapon Institute seeks **two** full-time Forestry Coordinators to work in:

- the Eastern Panhandle Conservation District of WV (Berkeley, Jefferson, Morgan counties); and,
- the Potomac Basin Conservation District of WV (Grant, Hampshire, Hardy, Mineral and Pendleton counties).

The Institute's Forestry Coordinators will focus on implementing riparian forest buffers, Carla Hardy WV Project CommuniTree, and Potomac Headwaters Leaders of Watersheds. In addition, the Coordinators will contribute to the full range of the Institute's non-profit activities including green infrastructure, watershed education, lab research, grant writing, and fundraising.

Responsibilities

1. Recruit property owners for riparian tree plantings and work with WV Division of Forestry, WV Department of Agriculture, and USDA Farm Service Agency to enroll landowners in Conservation Reserve Enhancement Program (CREP). In addition to CREP, recruit public and private landowners for riparian tree plantings. When hired, the successful applicants will:
 - a. become thoroughly versed in the rules and methods of CREP,
 - b. learn to promote CREP and prepare outreach material to recruit participants,
 - c. map potential riparian planting and land owners using ArcGIS, tax property parcel information, land cover data, etc.
 - d. travel extensively and frequently to inventory, inspect and work on forestry projects
 - e. work with the general public including students, business and social institutions, faith based organization, elected officials, and watershed groups to promote CREP, riparian buffers, and tree planting in general.
2. Support the Institute's goal to reduce non-point source water pollution by assisting with the design and installation of Chesapeake Bay Program best management practices.
3. Support the efforts of the Potomac Watershed Partnership and the Chesapeake Bay Program Forestry Workgroup.

In addition, the Institute's staff learn a wide range of skills in support of our goal to advance watershed science and education including, but not limited to, field and laboratory data collection, public outreach, website design, and media and fundraising campaigning.

*We do not discriminate on the basis of race, color, national origin, gender, faith, or sexual orientation.
We strive to be inclusive, regardless of age or disability, and seek a diverse workforce and audience.*

*From the Cacapon River to the Potomac to the Chesapeake Bay,
we protect rivers and watersheds using science and education.*

REQUIREMENTS

- A desire to engage and educate audiences adults and youth on the importance of reducing non-point source stormwater runoff pollution
- Bachelor's degree or equivalent work experience (preferably in forestry, environment, or communications)
- Proficiency in ArcGIS, GPS, and map reading
- Proficiency in MS Office (Word, Excel, Power Point, etc.); and ability to learn project specific software (e.g. Adobe Photoshop, Wordpress)
- Skills in outreach including managing succinct written and verbal correspondence
- Ability to work independently, an aptitude for problem solving and an instinct for taking the initiative
- A desire to travel and work with diverse constituents
- Ability to work irregular and occasionally long hours including weekends and evenings
- Hold a clean driving record and own reliable transportation
- Be capable of passing a background check (as required by school systems)
- Enjoy strenuous outdoor activities, occasionally in inclement weather, and have the ability to lift 50 lbs and carry it 50 paces.

COMPENSATION: Annual salary of \$32,000-\$36,000 with holidays, vacation, personal days, and a Health Reimbursement Allowance. The Institute covers mileage and travel costs, including per diem. The successful applicants will live (or plan to live) in their work area. Work from home is encouraged.

Cacapon Institute

*From the Cacapon River to the Potomac to the Chesapeake Bay,
we protect rivers and watersheds using science and education.*

Since 1985, Cacapon Institute has promoted positive change in environmental behavior and increased effectiveness of environmental actions. Our science programs address the need for a continuing record of water quality to assess trends, identify problems, and formulate solutions. We have a history of innovation beginning with the 1988 *"Portrait of A River: The Ecological Baseline of the Cacapon River"*. We remain on the forefront of Chesapeake Bay science and restoration. Our education programs provide school-based watershed education that, when connected to broader school-community, fosters the generational shift in attitude required to restore the Chesapeake Bay watershed. We have a tradition of fostering and working within partnerships to achieve our goals and are a member of the West Virginia Tributary Team, U.S. EPA Chesapeake Bay Program Education & Forestry workgroups, Potomac Watershed Partnership, Arbor Day Foundation Alliance for Community Trees, WV Rivers, River Network and other state, regional, and national organizations.

Apply immediately. Applications will be accepted until the position is filled. Email ci@cacaponinstitute.org with the subject "Forestry Coordinator" and attach:

- letter of interest in Cacapon Institute's Forestry Coordinator position (generic letters of interest will not be acknowledged),
- resume or CV including school and work history for no less than the past three years, and,
- names and contact information for three supervisor-references from work or school.

*We do not discriminate on the basis of race, color, national origin, gender, faith, or sexual orientation.
We strive to be inclusive, regardless of age or disability, and seek a diverse workforce and audience.*

*From the Cacapon River to the Potomac to the Chesapeake Bay,
we protect rivers and watersheds using science and education.*