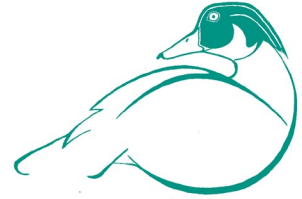


# Cacapon Institute

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February 10, 2023

## **Position Announcement** **Forestry Coordinator**

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

- **the Potomac Basin of West Virginia (Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan and Pendleton counties).**

The Institute's Forestry Coordinator will focus on implementing riparian forest buffers, source water protection, private land forestry and Carla Hardy WV Project CommuniTree. In addition, the Coordinator will contribute to the full range of the Institute's non-profit activities including: green infrastructure, watershed education, lab research, grant writing, fundraising, etc.

This is a two-year position ending in July 2025, but, the Institute intends to continue indefinitely.

### **Responsibilities**

1. Recruit property owners for private-land forestry with an emphasis on riparian tree plantings and source water protection. When hired, the successful applicants will:
  - a. promote private land forestry and prepare outreach material to recruit participants,
  - b. advance urban forestry, especially forestry for municipal source water protection
  - c. use ArcGIS to maintain the Institute's project inventory and create target-maps for future tree planting, forest protection, and reforestation
  - d. travel extensively and frequently across the Potomac Basin of West Virginia to inventory, inspect and work on forestry projects
  - e. travel periodically to national and regional conferences to exchange information and knowledge on riparian and private land forestry effort
  - f. work with the general public including students, business and social institutions, faith based organization, elected officials, and watershed groups to promote riparian buffers, forest conservation, and tree planting in general.
2. Support the Institute's non-point source stormwater pollution mitigation efforts by assisting with the design and installation of best management practices such as rain gardens such as rain barrels.
3. Support the broader efforts of the WV Chesapeake Bay Program and U.S. EPA Chesapeake Bay Program to advance urban and riparian forestry.
4. Support the Institute's scientific research by participating in work such as field research, collecting laboratory samples, and maintaining data bases.

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

## **Requirements**

- 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 as well as function in a team
- A desire to travel to remote areas 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.
- A desire to engage and educate audiences adults and youth on the importance of reducing non-point source stormwater runoff pollution

**Compensation:** Annual salary of \$39,000 with 11 holidays, 14 vacation days, 9 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 West Virginia. Work from home is encouraged but no less than twice a month the employee will work from the Institute's office in Great Cacapon.

**To Apply:** Deadline to Apply: Close of business, Friday, March 17, 2023. Email [ci@cacaponinstitute.org](mailto: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 including degrees, certification, and work history,
- names and contact information for three supervisor-references from work or school.

## **Cacapon Institute**

*From the Cacapon River to the Potomac to the Chesapeake Bay,  
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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 working within partnerships to achieve our goals. The Institute is a founding member of the West Virginia Chesapeake Bay Program and serves on the U.S. EPA Chesapeake Bay Program Education & Forestry workgroups.

*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.*