



WE ARE LOOKING FOR GREAT LEADERS LIKE YOU.

Vermont Youth Conservation Corps | 1949 East Main St. Richmond, VT 05477 | 802-434-3969 | Info@VYCC.org | VYCC.org

CONSERVATION FOREST PROJECT MANAGER

Date Posted: November 5, 2021

Team: Conservation Program

Position Status: Full-time, Year Round

Position Start: Position open until filled

Exemption Status/Reason: Exempt

Job Summary

The Vermont Youth Conservation Corps (VYCC) is seeking a full-time Forest Project Manager (FPM) who is passionate about engaging young people in hands-on projects that improve the health of our state's forests. The FPM will be key to ensuring that this new initiative creates powerful learning opportunities for Corps Members, results in the safe and high-quality completion of forest projects, and emerges as a sustainable and enduring project initiative within VYCC's broader suite of programming. Working closely within the Conservation Team and across VYCC teams, the Conservation Forest Project Manager is an integral part of a highly motivated group that develops and implements projects focused on timber quality and forest health. The Conservation Forest Project Manager has both supervisory and administrative responsibilities in the field and in the office.

Essential Functions

Partnership Development

- Build relationships with new and existing project partners. Effectively communicate the value and impact of forest management practices as well as the VYCC experience
- Coordinate with consulting foresters to assist private land owners to both enroll in federal land management programs and to meet the obligations of their forestry and land management objectives
- Collaborate with municipal, state, federal, and private partners to identify and implement short-term and long-term environmental strategies
- Collaborate with partners including VT Technical College, Career and Technical Education Centers, and Audubon VT to incorporate forestry curriculum into VYCC's work-based crew model
- Work in collaboration with VYCC staff to connect VYCC alumni with prospective employers

Project Procurement

- Identify projects that fit with VYCC's crew model: small teams working with chainsaws, brush saws, and hand tools
- Secure fee-for-service projects through solicitation, contracting, and work project completion
- Lead the process of expanding the capacity of this project initiative

- Secure funding for projects through a variety of revenue streams, including private, municipal, state, and federal sources

Crew Support and Oversight

- Participate in annual program design, planning, and goalsetting
- Assist with Crew Leader and Crew Member recruitment, hiring, and training
- Assist with program events such as crew start-ups and closures
- Provide logistical support for crews, including tools, equipment, first aid, and communications
- Work closely with Crew Leaders and project partners to ensure high standards for safety and project quality
- Support Crew Leaders in their management of Crew Members
- Provide project supervision and on-call support
- Model and demonstrate to Crew Leaders teaching and facilitation techniques appropriate for learning in the outdoors

Administrative Support

- Serve as a liaison and contact for project sponsors and partnering agencies
- Participate in strategic meetings with major project sponsors
- Manage project related grants
- Manage project sponsor and work project databases
- Assist with project documentation, data collection, and reporting
- Assist in annual budgeting cycles

Preferred Knowledge, Skills and Abilities

- Knowledge of Vermont ecology, natural history, and current issues around forest management
- Demonstrated commitment to the values of diversity, inclusiveness and empowerment
- Ability to build collaborative partnerships with a wide variety of external partners
- Familiarity with forestry-related organizations and partners in Vermont
- Working knowledge of program planning, organizational structure, budgeting, administrative operations, and fundraising
- Excellent communication skills, both written and verbal, with the ability to represent the organization externally across a wide range of stakeholders and constituencies
- Expertise in Corps programming, education, youth development, and/or workforce development
- Outstanding time management, organizational skills, and attention to detail
- Grant writing, budgeting and reporting experience
- Recognized sawyer training: MTDC Chainsaw/Crosscut, NWCG S-212, or Soren Eriksson's Game of Logging

Required Qualifications and Skills

- Passion for VYCC's mission and an ability to communicate this purpose to others
- Experience in project management as part of meeting stated program goals
- Comfortable safely operating chainsaws
- Strong understanding of mechanics, maintenance, and troubleshooting of chainsaws and brush saws (both field repairs and shop repair)
- Valid driver's license and satisfactory driving record
- Ability to work some evenings and weekends when required
- Ability to travel throughout Vermont and, on rare occasions, out of state

About VYCC's Culture, Workplace, and Compensation & Benefits:

About Vermont Youth Conservation Corps

The VYCC is a 501c3 nonprofit focused on engaging young people in service, work, conservation, and agriculture. Since 1985, VYCC staff have provided valuable work and learning opportunities to youth and young adults from across the country and from nearly every town in Vermont. Our model is strong and simple: young people, working together, guided by highly trained leaders, completing priority projects in conservation and agriculture.

Excellence and Equal Opportunity at VYCC

VYCC has a deep commitment to excellence. We believe we are strongest when our team includes members with a broad range of life experiences. We strive to achieve this at all levels of our organization, and actively encourage and recruit, develop, and retain the most talented people from a diverse applicant pool. VYCC is proud to be an equal opportunity employer.

Our Workplace

This position is based out of the Vermont Youth Conservation Corps Headquarters Office at the historic West Monitor Barn, in Richmond, VT. Our office is a collegial, bustling, and fun open office atmosphere, which offers staff opportunities to interact and collaborate. Staff members can balance working remotely and on-campus in collaboration with their team schedule, tasks and all-staff gatherings. Successful staff are able maintain focus and productivity, balance personal initiative and independence, and plug into our team in ways that help us do our best work as an organization. Staff enjoy the perks of the Farm at VYCC and forest campus year-round, as well as the happenings of nearby downtown Richmond.

Compensation & Benefits:

- Salary range for this position is \$40,000 to \$45,000, exempt from overtime
- Medical and dental insurance
- Annual paid time off and sick leave
- On-going professional development
- Member of a mission-driven and dedicated team of professionals
- Member of a dynamic organization that impacts Vermont's communities and environment

How to Apply

Please complete our VYCC General Application (<http://bit.ly/VYCCapp>), to which you'll upload a cover letter, resume, and contact information for three professional references. No calls, please.

Updated 11/5/2021