



Manager, Forest Landowner Education

Natural Resources Specialist 3

Hybrid Work Schedule

**Oregon Forest Resources Institute
Silverton, Oregon**

Salary

\$60,000 to \$90,000 annually

Job posting closes September 28, 2023.

The Opportunity

The Manager, Forest Landowner Education is responsible for the effective delivery of forestry interpretation and landowner education programs for Oregon Forest Resources Institute (OFRI). This also includes management of the 15-acre Rediscovery Forest in Silverton and oversight of all of OFRI's assets at the Oregon Garden, such as the Discovery Pavilion. The manager assists the Director of Forestry in the delivery of landowner education and public education. This position reports to the Director of Forestry.

The Agency

The Oregon Legislature created Oregon Forest Resources Institute (OFRI) in 1991, and the organization is funded by a portion of the state forest products harvest tax. The Oregon Forest Resources Institute supports and enhances Oregon's forest products industry by advancing public understanding of forests, forest management and forest products.

OFRI achieves its mission through educational programs and educational media, as well as the dissemination of information through conferences, symposia, research, workshops, publications, videos, field tours and classroom presentations. OFRI develops educational programs for the public, forest landowners and other audiences, including K-12 teachers and students. OFRI's educational programs and materials emphasize the importance of Oregon's rich forest endowment and how science-based forestry, responsible wood products manufacturing and a balanced approach to forest management can meet the social, environmental and economic needs of both present and future generations.

A 13-member board of directors governs OFRI. The State Forester appoints 11 of the board members. There are also two non-voting members, the Dean of the Oregon State University College of Forestry and a public member appointed jointly by the President of the Oregon Senate and the Speaker of the

Oregon House of Representatives. An Oregon Department of Forestry liaison assists the board. OFRI is headquartered in Portland with a second office in Silverton at The Oregon Garden, where it manages a 15-acre demonstration forest.

Minimum Qualifications

Three years of experience in forestry, natural resources or related field. At least one year of the experience must be at a technical or professional level performing activities in a natural resource program such as researching and analyzing data, conducting investigations, applying pertinent laws and regulations, or coordinating and monitoring project activities; AND

A Bachelor's degree in forestry, natural resources or related field, or three additional years of related (pertinent) experience.

A Master's degree in forestry, natural resources or related field will substitute for up to one year of the required experience.

Desired Attributes

The successful candidate will have an undergraduate degree in forestry, natural resources, or other appropriate discipline. An advanced degree would be a plus. The skills and experiences we seek include:

- Minimum bachelor's degree in forestry, natural resources or related field; master's degree preferred.
- At least three years of experience in forest management with knowledge of Oregon forests, forest practices, Oregon's forest products producers and forestry research.
- Experience in education or extension program development, marketing, administration and evaluation.
- Knowledge of forestry education programs and materials available in Oregon.
- Experience in project management and techniques.
- Skill in writing clear and concise investigative, technical or narrative reports that include analyses, recommendations and conclusions.
- Skill in monitoring, inspecting and reviewing an outreach program or project.
- Good oral and written communication skills.

Description of Duties

- Develop, deliver and evaluate forest landowner education for OFRI. Education may be delivered through publications, webinars, workshops, conferences, tours, videos, social media and other media.
- Coordinate with the Partnership for Forestry Education, including Oregon State University and Natural Resources Extension, Oregon Department of Forestry, Oregon Small Woodlands Association and additional organizations to provide forestry education for forest landowners, forest sector professionals and operators, including publications, webinars and tours.
- Participate on partner Board of Directors and committees as OFRI liaison representative, including Oregon Tree Farm System, Oregon Garden Foundation and others as determined.
- Lead and provide support for OFRI conferences, forums and tours for forest landowners, K-12 and public programs. Staffing the OFRI display at various events.
- Provide project management and content for OFRI's landowner website and family forest guide.
- Assist in OFRI's Wildlife in Managed Forests program. Assist with outreach projects (publication development, symposiums, workshops, tours, videos, etc.).

- Manage content development, delivery and evaluation of forestry education and interpretation programs for forest landowners and the general public held at the Oregon Garden Rediscovery Forest (OGRF). Supervise contractors and volunteers as needed.
- Oversee all aspects of forest management for the 15-acre Rediscovery Forest, including forest management plan, operations, maintenance, contractors and update of the OGRF management plan to meet forest certification standards as needed.
- Provide oversight on maintenance of the Discovery Pavilion and OGRF facilities, in coordination with the Oregon Garden Foundation.
- Coordinate with OFRI's environmental educator on educational program delivery and assist with K-12 programs as needed at the OGRF.
- Coordinate with service groups and individuals for volunteer activities, service learning and other service projects related to the management of OGRF.
- Serve as a forestry subject matter expert within OFRI.
- Required to operate state or rental vehicles to participate in meetings throughout the state.
- Respond to "Ask Your Forester" inquiries that come in through OregonForests.org.
- Provide articles, blogs and social media posts related to landowner programs and topics.
- Reviews potential effects of actions or projects. Writes reports including analysis, conclusions and recommendations in specific program areas. Reviews and evaluates needs, prepares and presents reports for decision making to Executive Director and Board of Directors.
- Evaluates training needs for volunteer activities and other projects relating to landowner education or public information. Develops and conducts training sessions.
- Develops and recommends project schedules and budgets within program area and prepares status reports. Reviews program effectiveness and recommends modifications to staff and Board.
- Serves as project leader for forestry education and develops and coordinates project schedules and forecasts budgets. Identifies resources and administrative steps needed for project completion. Develops work plans in consultation with appropriate participants.
- Monitors project status to ensure progress toward completion, for compliance with specifications, full and timely completion of required procedural steps, and to ensure that interested groups and individuals are informed of progress. Compiles monthly, quarterly or annual reports on status of ongoing projects. Provides accurate project information.
- Communicates with Oregon Garden staff and project supporters to ensure information is shared in a timely manner.
- Represents the agency at meetings. Gives written and oral information relating to specific projects. Responds to OFRI Board, staff, constituents and public questions, comments and concerns. Prepares and answers correspondence on project issues.
- Assist the Director of Forestry in the development, delivery and evaluation of public and landowner education programs, including publications, tours, workshops/conferences, special reports, scientific research study's and Oregon Forest Practices Act Illustrated Manual.

Working Conditions

Fast paced office environment with multiple projects, tasks and deadlines. Occasional overnight in-state and out-of-state travel. Frequently requires working extended hours in the evening and on weekends

under stressful conditions. Field work may include long hours standing, walking, use of forestry tools and equipment, and supervising contractors. Includes leading public events and public speaking.

Hybrid work schedule is possible, but incumbent must be regularly available to attend meetings and work in person at OFRI office in Silverton, and to travel statewide for meetings.

Benefits

- Work/life balance and a supportive working environment.
- 11 paid holidays a year
- Paid sick leave, vacation and personal leave.
- Comprehensive medical, dental and vision plans for employee and qualified family members. Find out more about our competitive benefits packages. [Click here](#) to visit our full benefits website.
- Optional benefits additions such as flexible spending accounts, term life and more.
- When you become PERS (Public Employee Retirement System) eligible, your base salary will increase by 6.95%, and you will pay the 6% employee contribution to PERS.

How to Apply and Helpful Information

How to Apply:

- Current State of Oregon employees (excluding temporary employees) - You must apply through your employee Workday account
<https://wd5.myworkday.com/wday/authgwy/oregon/login.html>
- External candidates create a Workday profile
<https://www.oregon.gov/das/hr/pages/workday.aspx>
- Search for Job Requisition ID: REQ-135265

Current Cover Letter and Resume are Required

Help Your Application Rise to the Top

Your candidate profile, cover letter, and resume are the perfect opportunity to highlight your interest in the position and showcase the amazing skills and experience, making you the best candidate for the position. Candidates whose training and/or experience most closely match the requirements and needs of the position and who attach all necessary documents will be eligible for an interview. Submissions will be screened for consistency of information and communication skills at the professional level (attention to detail, spelling, grammar, etc.).

Special Information

- To receive Veterans' Preference, you must complete the required Task that will be sent to you after successfully submitting your application. This Task will prompt you to provide the appropriate documentation for your Veterans' Preference point selection, and will be located on your Workday account. For questions about documentation, please visit: Veterans Resources, or call the Oregon Department of Veterans' Affairs at: 1-800-692-9666
- Understanding the State Application Process: <https://www.oregon.gov/jobs/pages/support.aspx>
- Reasonable Accommodations: <https://www.oregon.gov/employ/Agency/Pages/Reasonable-Accommodation.aspx>
- Resources for Job Seekers: <https://www.oregon.gov/jobs/Pages/index.aspx>

- Finalists will be subject to a computerized criminal history check. Adverse background data may be grounds for immediate disqualification
- This position requires you to possess and maintain a current valid, unrestricted, license to drive issued by the state of residence
- Workday related information and resources are available at:
<https://www.oregon.gov/jobs/Pages/index.aspx>.

Applicants must be authorized to work in the United States. Applicants who require VISA sponsorship will not be considered at this time. For questions about the job duties, please contact Kathy Storm, Oregon Forest Resources Institute, at storm@ofri.org or 971-673-2953. For questions about applying, please contact Paula Jones, Oregon Department of Forestry, at Paula.L.JONES@odf.oregon.gov or 971-375-1748.

The State of Oregon commits to equity and diversity in all that we do. We are an affirmative Action/Equal Opportunity employer and encourage applications from members of historically underrepresented racial/ethnic groups, women, and individuals with disabilities, veterans, LGBTQ community members and others to help us achieve our vision of a diverse and inclusive community.