



Redwoods Rising Partnership Manager

In partnership with the National Park Service and the California Department of Parks and Recreation, Save the Redwoods League is seeking a qualified professional to help manage the implementation of a large-scale ecosystem restoration program known as Redwoods Rising and support its overall partnership structure and functions. To learn more about Redwoods Rising, visit www.RedwoodsRising.org.

Redwoods Rising is an ambitious, collaborative initiative dedicated to restoring degraded redwood forest ecosystems within Redwood National and State Parks that includes forest thinning, legacy haul and skid road reoccupation and removal, tree planting, and in-stream habitat restoration. It also involves coordinating the work of this three-party partnership as they execute and manage complex agreements, budgets, and restoration field operations.

As a Save the Redwoods League employee based in Humboldt or Del Norte County, the **Redwoods Rising Partnership Manager** will act as the connective tissue of the Redwoods Rising partnership. This position is ideal for someone who thrives in a highly collaborative, partnership-based project environment. You will work in close coordination with National Park Service, California Department of Parks and Recreation, and Save the Redwoods League staff members to coordinate progress towards project goals; administer partnership governance; support communications and outreach needs related to the project; and facilitate the vital connections and processes that make this work possible.

This is a full-time, year-round position; however, specific tasks will vary based on restoration operating seasons and budget and contracting timelines. The work will be primarily done in an office environment with occasional visits to project sites and agency offices for meetings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Planning and Staffing**
 - Creates and maintains a calendar of pre- and post-implementation planning, reporting, meeting, and other key dates and project milestones to support proactive planning and coordination across the partnership functions.
 - Develops, maintains, and monitors annual plans that support the overall partnership's vision and the 5-year Business and Sustainability Plan, tracks progress, helps ensure clear accountability against goals and recalibrates planning as needed.
 - Leads reflective assessments at the end of each field season, supports coordinated planning for next season with the Project Manager and other key staff.
 - Leads (or co-leads with the Project Manager) onboarding of new Redwoods Rising team members, as needed.
 - Supports hiring, onboarding, and training of Redwoods Rising apprentices in close collaboration with Cal Poly Humboldt and College of the Redwoods partners and agency field staff

- **Partnership Governance and Processes**

- Coordinates and facilitates regular meetings, including Communications Committee, Steering Committee, Leadership Team, and Executive Committee; drafts meeting agendas; prepares/coordinates meeting materials, as needed; conducts necessary meeting prework and attendee liaising to ensure productive conversations; and tracks and follows up on action items.
- Develops, maintains, and recalibrates the processes and expectations related to decision-making, partner and individual roles, governance processes, and other key aspects of how the partnership works together.
- Establishes, models, and reinforces group norms with the Communications Committee, Steering Committee, Leadership Team, and Executive Committee.
- Proactively anticipates decisions that need to be made and the process and timing for efficient coordination; maintains process and decision documentation.
- Coordinates the development of metrics, goals, and measures of success as well as outcome tracking and reporting.
- Acts as the point person to ensure information is disseminated among the Redwoods Rising governance levels and partners.
- Helps identify and alleviate bottlenecks and inefficiencies in Redwoods Rising processes, structure, methods, meeting frequency/composition, etc.

- **Communications and Outreach**

- In collaboration with the Redwoods Rising Communications Committee and/or League contractors:
 - Develops educational materials and interpretive products for Redwoods Rising, including creation of videos and other digital material.
 - Represents the Redwoods Rising program as a spokesperson (as appropriate) at public events, in media interviews, and in in-person and digital interpretive programming.
 - Manages the onsite logistics and permits for press tours, filming, photography needs in collaboration with agency staff.
 - Maintains inventories and manages the production of interpretive materials, guides, and promotional items. Manages the production schedule and facilitates the review of new communications products among partners.

- **Connectivity and Peer Exchange**

- Conducts a range of activities to understand issues, build on strengths, connect and collaborate among partners, and help build relationships and trust.
- Acts as one of the Redwoods Rising representatives for the California Landscape Stewardship Network (CLSN); serves as liaison between the CLSN and Redwoods Rising; participates in CLSN peer exchange, convenings, and trainings and brings learnings back to the group.
- Seeks out training and professional development opportunities to enhance or improve different facets of the partnership's work, including best practices related to cross-jurisdictional landscape stewardship and restoration.
- Identifies opportunities for events, recognition/gratitude, celebrating and promoting success internally and externally.
- Coordinates periodic site tours and other special meetings as needed.

QUALIFICATIONS:

- Experience managing projects or programs, coalition/partnership building, developing and/or implementing communication and process management systems.
- Experience working with state and/or federal environmental agencies and or the non-profit sector (preferably both) in some capacity
- Solid facilitation and meeting coordination skills.
- Strong interpersonal abilities, with a willingness to cross boundaries and work with a wide range of people and organizations.
- Experience in complex and collaborative project environments.
- Effective oral/presentation communication and writing skills.
- Bachelor's, master's degree or equivalent related experience in natural resources, environmental science, or a related field preferred but not required.
- Highly organized and detail oriented.
- Dynamic problem-solving skills
- Familiarity and experience with Windows, Microsoft Office 365, video conferencing software.
- A strong commitment to the League's Diversity, Equity, and Inclusion values and commitments, as well as the League's cultural attributes – empowering, accountable, continuously improving, supportive and inclusive.
- Demonstrated cultural competency and ability to communicate and interact effectively with people across cultures, ethnic groups, and identities; verbal and written fluency in a language other than English is desirable.
- Personal passion for preserving and protecting the natural world with a belief in the mission, principles, and values of Save the Redwoods League's approach to conservation.

SUPERVISORY RESPONSIBILITIES:

- None

WORKING CONDITIONS/PHYSICAL EFFORT:

- Regularly sits at a desk or computer workstation.
- Extensive use of computer, telephones, and office equipment.
- Frequently moves about the office to coordinate work and collaborate with colleagues.
- Potential for very occasional weekend work if needed for special events, tours, or other activities.
- Travel (by car) among the Redwood National and State Parks offices in Humboldt and Del Norte Counties as well as Redwoods Rising project sites as needed for coordination activities such as meetings and field visits.
- Valid driver's license required.
- Occasionally lifts, carries, or otherwise moves and positions objects weighing up to 30 pounds.
- Occasionally walks on uneven ground during offsite activities.

To apply, submit materials here: <https://savetheredwoods.bamboohr.com/careers>

Work Schedule:

This role is hybrid with a minimum of 1-2 days in our McKinleyville Office, per week. For the first 3 months this position will be required to travel more frequently for training. After 3 months, our weekly in office day is Tuesday. Additional days are based on business needs.

Compensation and Benefits:

As a full-time non-exempt employee, you will be eligible for full benefits which includes medical, dental, and vision insurance, three weeks of vacation annually plus holidays, and a 401k retirement plan, currently with an up to 8% company match. We offer competitive salaries commensurate with experience; the hiring range for this position is \$80,000-85,000 per year.

Save the Redwoods League is fully committed to our Diversity, Equity and Inclusion Goals. The League welcomes candidates with diverse backgrounds and/or multicultural skillsets. We are open to the possibility that a great candidate for this job may not precisely meet all the above criteria; if you believe you are the right person for this job and can persuasively make that case, we encourage you to apply.