**American Forest Foundation**

**Job Description**

**Job Title:** Outreach Forester

Family Forest Carbon Program

**FLSA Status**: Exempt

**Reports to:** Senior Forestry Manager, Appalachian/Southern Region

Family Forest Carbon Program

**Job Summary:**

The Outreach Forester, Family Forest Carbon Program (FFCP), builds relationships with and provides direct technical assistance to landowners interested in the FFCP. This role ensures a positive experience and excellent stewardship of landowners involved in the Family Forest Carbon Program. First and foremost, this role will provide top-notch “customer service” and management information/options to landowners. This includes keeping track of follow-up steps for landowners and engaging in on-the-ground visits with interested landowners. The Outreach Forester works collaboratively with the Northeast Senior Forestry Manager and the rest of the National Forestry Team to plan projects for landowners.

This position will focus on the state of Tennessee but may be subject to traveling to other regions and states periodically. Ideally a candidate will reside in the TN counties of: Robertson, Cheatham, Davidson, and Sumner.

**Essential Accountabilities/Responsibilities:**

The primary functions of this position include, but are not limited to the following:

* Steward a portfolio of landowners, including conducting initial phone calls, keeping track of follow-up steps using an online Customer Relationship Management tool, and continuing to engage with landowners through the enrollment process.
* Conduct on-the-ground visits with interested landowners, including conducting forest inventory measurements such as diameter at breast height, average stand diameter, tree height, and project area delineation.
* Utilize forest measurements and make calculations using various computer tools, including Excel and the Landowner Customer Relationship Management Tools, to determine woodland eligibility and plan FFCP projects on behalf of landowners.
* Apply forestry tools and measurements to summarize a project area into a Forest Management Plans for landowners’ woodlands enrolled in the FFCP.
* Collaborate with the FFCP team and landowners to ensure a positive landowner experience and seek ways to streamline and improve the program for landowners. Ensure that each landowner has a positive experience and provide excellent stewardship of landowners involved in the Family Forest Carbon Program.
* Provide timely follow-up and answer questions for landowners as they consider enrolling in the Family Forest Carbon Program.
* Other duties as assigned

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

**Required:** 2 or 4-year degree in forestry, natural resource management, wildlife habitat management, ecology, ecosystem management, etc. and 1-2 years of experience in forest operations, forest carbon, conservation, or equivalent combination of education and experience.

Preferred: SAF accreditation and/or ACF member.

**Required Specific Experience**

* Experience working directly with forest landowners with demonstrated positive outcomes.
* Familiarity with forest dendrology and mensuration.
* Experience with forest management plans for timber and wildlife outcomes, and forest certification programs
* Understanding of the relevance of sustainability, climate science and policy, natural climate solutions, and carbon sequestration.
* Basic computer literacy, including experience with Microsoft Office suite of programs and GIS

**Required Personal Attributes**

* Both personable and flexible with the ability to work under pressure and adapt based on what is learned through experience.
* A sound work ethic with the ability to act both independently and as part of a team.
* Strong initiative; a self-starter with tenacity, resilience, and high energy.
* Ability to thrive in a collaborative environment.
* Strong interpersonal skills with the ability to interact with a wide variety of constituencies, including co-workers, business and community leaders, partners, donors, board members, volunteers, public officials, and the public at large, in a wide variety of settings.
* Customer service mindset
* Excellent organizational skills with attention to detail and the ability to effectively plan and problem solve
* Time management skills, with the ability to prioritize, coordinate and manage multiple priorities
* Ability and willingness to travel as needed

**Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, an individual should be proficient on an IBM-PC using Microsoft Office, MS Word, MS Excel, MS PowerPoint, HTML, and various internet search engines. Experience with database applications required. Proficiency with ArcGIS or other GIS systems is preferred.

**Certificates and Licenses:**

Preferred but not required: Registration as a licensed forester with SAF and/or ACF member, or willingness and ability to become a member/registered.

**Supervisory Responsibilities:**

This position directly supervises the following positions:

None

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Atmosphere and environment associated with a remote office.
* Multiple days in the woods per week, conducting site visits with landowners, sometimes requiring working outdoors in mild inclement weather

**Vision Requirement:**

Both close and distance vision are required to perform the duties of this job.

**Physical Demands:**

Ability to travel to, walk in, and work in remote areas will sometimes be required.

The responsibilities outlined above are indicative of the physical demands that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| Activity | Less than  1/3 of time | Between 1/3 & 2/3 of time | More than  2/3 of time |
| --- | --- | --- | --- |
| Stand |  | X |  |
| Walk |  | X |  |
| Sit |  | X |  |
| Use hands to finger, handle or feel |  |  | X |
| Reach with hands and arms |  | X |  |
| Climb or balance | X |  |  |
| Stoop, kneel, crouch or crawl | X |  |  |
| Talk or hear |  |  | X |
| Taste or smell | X |  |  |
|  |  |  |  |
| Lifting/Carrying up to 10 lbs. |  | X |  |
| Lifting/Carrying up to 25 lbs. |  | X |  |
| Lifting/Carrying up to 50 lbs. | X |  |  |
| Lifting/Carrying up to 100 lbs. | X |  |  |
| Lifting/Carrying more than 100 lbs. | X |  |  |

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor.

APPROVED: Supervisor/Manager Date

ACKNOWLEDGED: Employee Date