



The Watershed Research and Training Center
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Date: Sept 5, 2017

Biomass Program Assistant/Associate Position

The Watershed Research and Training Center seeks a Biomass Program Assistant/Associate to advance forest biomass utilization in California. The successful candidate will work with the Program and Executive Director to develop the next generation of biomass energy and wood products industry in support of sustainable forest management and ecological restoration.

The Biomass Program Assistant/Associate is responsible for assisting and supporting the planning and execution of program goals. Duties include research, data collection and analysis, correspondence, writing, and organization. Topics to be addressed include sustainable biomass power, forest biomass research, biomass energy, natural resource and climate policy, rural economic development, small diameter and low-value wood products markets, and blue stain pine markets. The Program Assistant/Associate needs to be self-motivated and able to work independently. This position typically requires limited out-of-state travel (1-2 times/year) and more extensive in-state travel (approx. 1 week/month).

The current Biomass program involves meeting and event planning, subcontract management for fuel reduction and power plant construction, development of written reports, and participation, leadership and facilitation in statewide working group and networks including: the California Statewide Wood Energy Team and Forest Biomass Working Group, The Sierra Institute for Community and Environment's Rural Community Development Initiative, the Governor's Tree Mortality Task Force, and the North Coast Resource Partnership.

Applicant must have a minimum of a bachelor's degree in Engineering, Biology, Ecology, Forestry, or a similar field, or have plans to graduate by December 2017. A master's degree in one of these or a related field is preferred. Experience with renewable energy, forest management, event and information coordination, group facilitation, and/or problem solving with a passion for natural resource management is required. This position requires excellent communication skills and a disposition for working with a wide range of partners.

Specific Duties Include:

1. Act as a representative for the program to external partners, and respond to inquiries.
 - ❖ Become familiar with programs and organizations integral to the program
 - Read program documents and outreach materials for BioMAT, BioRAM, Electric Rule 21
 - Participate in meetings by phone or in-person to meet partners and stakeholders and to stay informed on topics
 - ❖ Engage on topical conversations providing insight and reference to resources
 - ❖ Note-taking and distribution for working group and network events
2. Complete data collection, analysis, and reporting for projects
 - ❖ Conduct literature review, interviews, weekly check-ins
 - ❖ Draft grant reporting documents
 - ❖ Direct completion and provide editing for sections of public-facing reports

3. Contribute to event coordination
 - ❖ Discuss and document agenda, attendee, and invitation content
 - ❖ Listen-in and take notes on meetings,
 - ❖ Facilitate or co-facilitate meetings
 - ❖ Track registration, organize venues and lead invoicing
4. Contribute to fiscal tracking and planning for Biomass Program:
 - ❖ Work with Program Director to understand budgets and monitor program finances
 - ❖ Review and contribute to grant documentation including applications and reporting
 - ❖ Research and relay information about eligibility and program fit for funding opportunities
 - ❖ Assist with maintenance of program records and/or inventories
5. Participate in outreach and networking:
 - ❖ Design and layout draft educational materials and presentations
 - ❖ Direct and comply with resource organization and tracking
 - ❖ Participate in California Forest Biomass Working Group
 - ❖ Participate in Tree Mortality Task Force - Bioenergy and Utilization Working Group
 - ❖ Participate in North Coast Resources Partnership
 - ❖ Assist in information collection and distribution through the Statewide Wood Energy Team.

Term: This is a full-time, 18-month term appointment with potential for permanent extension and promotion.

Salary: Salary range is \$38,000 – \$52,000 plus benefits, depending upon qualifications and experience.

Location: Job location is Hayfork, CA; other work locations may be considered.

*Applicants should submit a cover letter and resume to cindy@thewatershedcenter.com. Please indicate your application is for the Biomass Program Assistant/Associate. **Applications due by Sept. 30th**. For additional information please email Angie Lottes: angie@thewatershedcenter.com or call 314-610-2237.*

The Watershed Center based in Hayfork, California, is a statewide and regional leader in advancing biomass product manufacturing and forest biomass energy in service to forest resilience, restoration and community development. We focus on enabling community and commercial-scale forest biomass energy and manufacturing businesses through technical assistance, development support and advocacy. This includes work such as:

- early-phase data collection and analysis regarding the need for and feasibility of biomass projects,
- information sharing and networking for project concept development including,
- direct support and technical assistance for project managers,
- information exchange between project managers and state agency staff, and
- general organization and sharing of information pertaining to forest health, biomass energy, small-log and value-added wood products manufacturing in CA.

The Watershed Center is an Equal Opportunity Employer.