



## **National Forest Association** **OHV Education Outreach** **Senior Manager Position Announcement**

The position is responsible for overall coordination of the Off Highway Vehicle Education Outreach Program, adherence to and fulfillment of program related grant deliverables, the financial support of the program, and other duties as required or requested in overall support of the National Forest Association.

### **Job Duties**

- Day to day coordination of all facets of the OHV Education Outreach Program
- Manage grant applications, grant administration, and project deliverables
- Develop and foster relationships with partner organizations to ensure ongoing financial support of the OHV Education program
- Work alongside the program manager and OHV volunteers to ensure priorities are met and deliverables are fulfilled in a timely manner
- Support the dealer outreach program by visiting dealers or assigning volunteer representatives
- Ensure OHV program materials are developed, printed, and distributed throughout visitor centers, local businesses, trade shows, and at field locations
- Attend monthly leadership and council meetings, and any other meetings needed to help the program run effectively.
- Support the San Bernardino National Forest OHV Program Manger in oversight/daily operations
- Promote the OHV Volunteer program through marketing and public speaking opportunities
- Support the National Forest Association's priorities in all areas and manage the OHV program under the NFA's mission
- Attend regular NFA management and staff meetings
- Participate in and facilitate OHV Volunteer activities including patrols, educational programs, kiosks, training programs, and other field work
- Assist Program Manager in delivery of volunteer training, educational programs, and outreach activities

### **Job Requirements**

- Must be flexible and work a schedule that coincides with National Forest Association and San Bernardino National Forest needs, including long hours, evening and weekend work
- Must be dependable, honest and professional
- Must be willing to learn, self teach, and become an advocate for all NFA programs
- Ability to meet multiple deadlines and work in a fast-paced, rapidly changing environment
- Writing skills and a style that communicates messages clearly and concisely
- Ability to engage and manage volunteers
- Commitment to continuous professional development
- Commitment to teamwork and effective working relationships
- Must be able to lift 40lbs, walk over uneven or rugged terrain in extreme temperatures for long periods, and stand all day at educational programs

- Must be familiar with ATV, M/C, UTV, and 4x4 activities and able to be certified to operate all vehicle types
- Position based in San Bernardino or Big Bear, negotiable

#### **Qualifications**

- Possession of Bachelor's degree in the natural sciences, land management, or related degree
- Minimum 3 years management experience
- Excellent public speaking ability
- Friendly, outgoing, confident personality
- Excellent computer skills
- Experience in marketing and public information services

#### **Compensation**

- Fulltime, 40+hours/week
- Annual Salary \$30,000 -\$40,000 DOE
- Medical benefits package after 90 days
- Paid sick and vacation time

#### **Application Process**

Please send resume, statement of interest, and 3 professional references to:

Alison Bates  
Deputy Director  
National Forest Association  
PO Box 66  
Fawnskin, CA 92333

[abates@fs.fed.us](mailto:abates@fs.fed.us) (e-mail preferred)

*Applications accepted through August 8, 2010  
Highly qualified applicants will be contacted for an interview.*

For program information, please visit [www.NationalForestAssociation.org](http://www.NationalForestAssociation.org)

The National Forest Association is an Equal Opportunity Employer