



*Stewardship – Responsibility - Innovation*

## **Job Description: Forestry Field Assistant**

### **Position Details:**

- \$19–\$25/hour, depending on experience and level of commitment
- Part-time or Full-time | Based in Eastern Fresno County
- Reports to: Chelsea Hutchens, Forestry and Watershed Programs Manager

### **Position Summary:**

The Forestry Field Assistant will support the Eastern Fresno County Fire Safe and Fuels Reduction Team in advancing fire safety and forest stewardship efforts led by the Sierra Resource Conservation District (SRCDD). SRCDD works with local landowners to implement resource conservation strategies that enhance community resilience, reduce wildfire risk, and promote healthy landscapes across foothill and mountain communities.

### **Primary Responsibilities/Duties:**

#### **Field-Based Duties:**

- Conduct Fire Risk Evaluations (FREs) on private properties
- Participate in community outreach events
- Support Firewise Community outreach, planning, and engagement
- Assist with vegetation management activities, including defensible space and fuel reduction
- Maintain and manage tools and equipment
- Provide basic safety supervision during field activities
- Transport trailers to and from properties and events
- Occasional weekend work may be required for community events

#### **Administrative Duties:**

- Upload, format, and distribute Property Assessment Reports to landowners
- Track and report FREs and vegetation management data

- Record and report outreach metrics and project updates
- Participate in team planning meetings and project coordination
- Schedule and communicate with landowners
- Create and update maps using GIS or mapping software (training can be provided)
- Weekly Forestry Meetings

### Qualifications:

- Interest in fire safety, land management, and serving rural communities
- Knowledge of trees, native plants, and local vegetation (preferred)
- Proficiency in Microsoft Office (Word, Excel)
- Strong attention to detail and ability to work independently
- Excellent communication skills and a collaborative mindset
- High school diploma or equivalent required
- GPS knowledge and map-reading skills (preferred)
- Reliable internet access and computer access
- Willingness to work outdoors in variable conditions
- Comfortable assisting with vegetation operations (e.g., hauling brush, operating chipper, hauling equipment and trailers)
- Chainsaw operation experience or interest (preferred)
- Background in natural resource management is a plus
- Valid driver's license and reliable transportation

### To Apply:

Please submit a resume and brief statement of interest to:

Chelsea Hutchens  
Forestry and Watershed Program Manager  
Sierra Resource Conservation District  
Email: [chutchens@sierrarc.com](mailto:chutchens@sierrarc.com)  
Subject: Job Description\_Last Name\_Resume