



# Deschutes Soil and Water Conservation District

deschuteswcd.org | 805 SW Industrial Way #5, Bend, OR 97702 | info@deschuteswcd.org

---

## Forest Conservation Specialist

**Open:** January 26, 2026

**Close:** Until filled

**Start Date:** March - April 2026

Email applications to the District Manager: Erin Kilcullen: [erin@deschuteswcd.org](mailto:erin@deschuteswcd.org)

### Include the following:

- Resume
- Cover letter
- References
- Documents must be in PDF Format and one file

**Reports to:** District Manager

**Employment Status:** Full-Time, At-Will Employee

**FTE:** 1.0

**Work Location:** District Office, Bend, Oregon

**Salary Range:** Starting \$67,000 - \$80,000 Based on experience

**Overtime Eligibility:** No (Exempt Position, compensatory time available if pre-approved)

### Benefits:

- Paid Holidays, Vacation, and Sick Leave
- Health Insurance
- Retirement Contribution
- Mileage Reimbursement (GSA rate)

### General Position Summary

The Forest Conservation Specialist is a full-time position within Deschutes Soil and Water Conservation District (DSWCD). This position will lead the District's efforts on forest health, wildfire risk reduction, hazardous fuels treatment, and fire recovery throughout Deschutes County.

---

This role combines fieldwork, technical knowledge, grant and program management, and data analysis to assist forest landowners in meeting their land management objectives through site visits and educational curriculums and workshops. The position also serves as a technical advisor and liaison between landowners, partner organizations and stakeholders, and landowner groups. This position focuses on supporting forest landowners with the planning, implementation, and improvement of private forested land in Deschutes County. The ideal candidate will combine technical expertise with strong communication and outreach skills to foster sustainable forest practices to forest landowners in Deschutes County. A key responsibility will be developing and managing a new grant program funded through the DSWCD tax levy.

The specialist will also lead educational opportunities and workshops for landowners and partners. This role focuses on supporting forest landowners in planning, implementing, and improving sustainable forest management activities on private forested land in Deschutes County, ensuring consistency with the sound management of soil, air, water, fish, and wildlife resources. This includes providing professional forestry advice on management, fire prevention, and wildfire recovery.

The ideal candidate will combine technical expertise with strong communication and outreach skills to foster long-term investments in sustainable forest practices and meet landscape-scale conservation goals. This position is innovative, self-motivated, fast-learning, and works well individually and as a member of a team.

This role is based in a multi-agency office and requires collaboration with various agencies and partners. The position is under the direction of the Deschutes SWCD Board of Directors and supervised by the DSWCD District Manager.

## **Key Responsibilities**

### **Forest Management Assistance and Conservation Planning (30%)**

- Provide technical assistance to private forest landowners and groups of landowners that encourage long term investments in forest management activities.
- Provide professional forestry advice to landowners and operators concerning forest management, fire prevention and administration of the Forest Practices Act and fire prevention laws.
- Assist landowners in performing forest inventories on private lands to measure and monitor key metrics related to the extent, condition, and trends of forests.
- Develop and implement conservation plans relating to hazardous fuels mitigation, protection of wildland-urban interface areas and forest resources management.
- Provide “Technical Service Provider” services in support of NRCS’ Environmental Quality Incentives Program.
- Supervise hazardous fuels reduction projects with contractors to meet standards.
- Conduct field investigations of private land for forest health, wildfire risk reduction, and fire recovery concerns.
- Assist with NRCS program eligibility and applications (EQIP, CIS, RCPP).
- Coordinate with NRCS, ODF, Deschutes County, OSU extension, and other partners on

- conservation initiatives.
- Utilize GPS/GIS, ArcMap, and mapping programs for conservation plans and forested land system maps.

### **Outreach, Education, and Collaboration (30%)**

- Attend meetings and workshops for forest conservation outreach and education.
- Create educational materials for conservation programs.
- Collaborate with forest groups in Deschutes County to assess needs, provide support, and promote best practices.
- Coordinate fuels mitigation and forest management projects with other agencies, homeowner associations, and the public.
- Develop and lead workshops, forest inventory demonstrations, and technical training to promote best practices in forest health and hazardous fuels reduction.
- Assist OSU Extension and forest landowner groups in adopting emerging forest health treatment technologies Coordinate with partners on conservation planning and funding.

### **Grant/Program Administration and Management (30%)**

- Develop forest conservation project proposals, seek grant opportunities, apply for and secure funding, and provide technical documentation/reports.
- Work closely with forest groups, partner organizations, and landowners to coordinate ongoing and future projects.
- Monitor and document work accomplished with grant funds and track associated expenditures. Provide deliverable reporting to appropriate agency staff (Department and Federal) on a quarterly or annual basis.
- Develop and manage DSWCD internal Forest Resilience Program that is funded through the Districts tax levy.
- Apply, manage, and assist other staff with grant applications and grant management.
- Ensure compliance with USDA Privacy Act regulations when handling private landowner information.

### **Administrative, Reporting, and Record Keeping (10%)**

- Maintain accurate records and documentation of conservation plans and fieldwork.
- Assist in preparing reports for the District Manager, Board of Directors, and funding agencies.
- Support grant reporting and compliance documentation.
- Participate in regular staff meetings and collaborative efforts with DSWCD.

### **Supervisory Responsibility**

This position does not have regularly assigned supervisory responsibilities.

### **Minimum Qualifications**

- Bachelor's degree in Natural Resources, Environmental Science, Forestry, Ecology, Wildfire Science, habitat restoration, soil and water science, biology or a related field AND/OR a minimum of one year of relevant experience in Forest Health.

- Familiarity with NRCS conservation programs and conservation planning quality criteria.
- Familiarity with Oregon Forest Practices Act, forest ecosystems of Deschutes County,
- Proficiency in Microsoft Office Suite and Google Suite.
- Ability to navigate GPS/GIS equipment and mapping software (ArcMap preferred).
- Valid Oregon driver's license and access to a reliable personal vehicle (mileage reimbursement available).

### **Preferred Skills and Abilities**

- Experience working with conservation districts, NRCS, or similar organizations.
- Knowledge of other natural resource concerns: water conservation practices, riparian and upland ecosystems, weed management.
- Familiarity with conservation permitting requirements, including NEPA, Endangered Species Act, and local/state/federal regulations.
- Excellent verbal communication and writing skills.
- Ability to work independently and as part of a team with limited supervision.
- Ability to develop and facilitate group meetings and training sessions.
- Strong problem-solving skills and adaptability.
- Ability to be a self starter and innovative to move the District forward to address Forest Conservation concerns.
- Ability to work with rural and urban landowners.
- Ability to manage multiple projects and meet deadlines.

### **Working Conditions & Physical Demands**

- Combination of office and fieldwork (50/50).
- Fieldwork may involve walking over rough terrain, carrying equipment, and working in inclement weather conditions.
- Occasional travel for early morning, daytime, evening, and weekend meetings, field tours, workshops, and training sessions.
- Some flexibility in weekly scheduling is required.
- Office-based position in a smoke-free, drug-free environment in Bend, OR.

### **Diversity, Equity, and Inclusion**

DSWCD is committed to fostering inclusivity, engaging respectfully with all community members, and removing barriers to conservation program participation. This position supports these efforts by incorporating equity principles into all job functions and participating in relevant training.

### **Equal Opportunity Employer**

DSWCD prohibits discrimination in all programs and activities. The District is an equal opportunity provider and employer.