

Central Appalachians Coordinator Position Description

Job title: Central Appalachians Coordinator

Location: Remote, Preference for applicants in West Central or Southwest Virginia

Status: Regular, full-time

Compensation: \$27.50 - 29.00 per hour plus benefits

Application deadline: August 10, 2026

Organizational Description:

Since 1995, The Forest Stewards Guild's national network of members, staff, and partners have advanced the culture of forest stewardship based on ethical principles, best-available science, and diverse experience. We explore and demonstrate what works in the woods and showcase effective forest management practices through outreach, training, and policy development. In other words, we combine strategy and action to position ourselves as the heart of the forest stewardship movement, driving its growth and impact nationwide. The Guild has members across the country and staff in Maine, New Mexico, Vermont, New York, Minnesota, North Carolina, Virginia, Oregon, Washington, and Wisconsin. www.ForestStewardsGuild.org

Job Description

The Southeast Coordinator will play a leading role in building and strengthening partnerships across Southwest Virginia, with a focus on expanding outreach, fostering collaboration, and advancing forest stewardship initiatives in the region. This position will serve as a key connector between landowners, agencies, nonprofit partners, and forestry professionals to support the development and implementation of conservation projects.

In addition to this primary outreach focus, the Coordinator will support the planning, implementation, and coordination of forestry projects across Central Appalachia.

Responsibilities include conducting forestry site visits, assisting with contractor management and reporting, and helping to mentor and support seasonal forestry crews. Key projects may include seasonal crew support and site inspections in Virginia and Pennsylvania. This position will require frequent regional travel throughout Southwest Virginia and may include additional travel during the field season.

The Coordinator will work closely with the Southeast Manager, regional field staff, contractors, and partners to ensure successful implementation of forestry and stewardship initiatives while expanding the organization's presence and partnerships in Southwest Virginia.

This position is designed to be flexible and responsive to organizational needs. This role is structured to evolve over time based on emerging priorities, funding opportunities, and the coordinator's strengths and interests.



Primary Job Duties

- Lead outreach and partnership-building efforts in Southwest Virginia, including relationship development with landowners, agencies, and conservation partners
- Identify and support new project opportunities through networking and collaboration across the region
- Organize and facilitate educational workshops and events (virtual and in-person) for forest landowners and partners
- Conduct forestry site inspections and monitoring to support project implementation and compliance
- Assist with contractor oversight and contract management, including inspections, documentation, and partner communication
- Support training, mentorship, and day-to-day coordination of seasonal forestry crews and interns
- Maintain organized records, field notes, and project documentation
- Contribute to outreach, education, and community engagement efforts across programs
- Perform other duties as assigned

Minimum Qualifications:

- Associate or bachelor's degree in forestry, forest ecology, natural resources, or similar field OR equivalent combination of education, training, and experience
- Knowledge of Central Appalachian forest ecosystems and communities
- Experience planning facilitating workshops or other meetings or trainings
- Strong organizational and communication skills
- Comfort working independently and as part of a remote team across multiple projects
- Willingness to travel
- Valid driver's license
- Flexibility and humility

Preferred Qualifications:

- Experience building and maintaining partnerships with landowners, agencies, nonprofits, and other community groups
- Experience supervising/instructing implementation of natural resource management projects (or outdoor education instruction experience)
- Demonstrated success in outreach, stakeholder engagement, or program development within conservation, forestry, or natural resources
- Experience with field-based forestry work
- Experience developing outreach materials, including print or digital communications
- Competency with GIS tools (e.g., Esri ArcGIS)

Compensation and Benefits Package



- The position is a regular, full-time position
- \$27.50 - 29.00 per hour depending on experience and qualifications
- Paid leave and sick leave accrued from the first day of employment
- 12 paid holidays per year
- Family Leave available after 12 months of employment
- Employer-sponsored comprehensive health, vision and dental care coverage
- Retirement plan with an employer match
- Employer-sponsored short and long-term disability insurance and life insurance

The Guild is dedicated to providing an open, transparent, and just organization and workplace. We strive for clear, open, and kind communication. We are dedicated to building a work culture that recognizes the inherent value of our employees, supports a healthy work-life balance, and provides an environment that supports career and personal growth.

Location

This is a place-based, remote position serving Southwest Virginia. Applicants must live within approximately two hours of Abingdon, Virginia, to support frequent in-person engagement with partners, landowners, and project sites. Candidates residing in Southwest Virginia are strongly preferred, though applicants from neighboring areas of Tennessee or North Carolina may be considered. Regular travel throughout the region is required, along with occasional travel elsewhere in the Southeast and Mid-Atlantic.

To apply

Interested applicants should email their cover letter, resume, three professional references, a writing sample, and earliest available start date to applicationsse@forestguild.org by **August 10, 2026** to be considered. In your resume, please include where you currently live and/or where you will be based for this position.

Please include **CENTRAL APPS COORDINATOR** in the subject line of your email. All documents should be in PDF format with your last name in the file name. One combined PDF document is preferred. For questions about this position, please reach out to Sarah Hagan at shagan@forestguild.org.

