Job Announcement – Forestry Business Development Coordinator

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Job Summary

Job Type: Full-Time
Wage: Up to $65,000 annually, commensurate with experience
Schedule: Monday to Friday, 8:00am-5:00pm, occasional evenings and weekends
Work Location: Jackson County or greater Rogue Valley, Oregon, with frequent field site visits
Education & Experience: Experience working with forestry or wildfire contractors, natural resource businesses, or related industries, as well as familiarity with government contracting systems such as SAM.gov, VIPR, or OregonBuys. Experience providing technical assistance to small businesses and developing educational materials for multilingual audiences is highly desirable. Candidates with lived experience in Latine or Hispanic communities, knowledge of forestry, agriculture, or fire management in the western U.S., and familiarity with labor rights and workplace protections—including OSHA, wage and hour laws, and immigrant worker rights—are encouraged to apply. Relevant certifications such as First Aid/CPR, Wilderness First Aid, or Stop the Bleed, or the ability to obtain them within three months of hire, are also preferred.

Position Summary

Lomakatsi Restoration Project is seeking a Forestry Business Development Coordinator to join the Promotor/a Program team in the Rogue Valley. This role works directly with forestry and fire contractors, crew leaders, and small businesses to improve workplace safety and conditions. The Coordinator will deliver trainings, provide technical assistance, and support business development. This includes collaborating with staff, contractors, workers, and other partners to identify priority topics, develop culturally and linguistically appropriate materials, and implement effective outreach and training strategies. This role may also include collecting data on working conditions through interviews, surveys, and field engagement. The Coordinator will build and maintain relationships with contractors, community organizations, and natural resource agencies.

Core Duties and Responsibilities

Outreach & Training (40%)

- Build and maintain relationships with forestry contractors, crew leaders, and businesses across southern Oregon.
- Provide technical assistance related to business licensing, insurance, payroll, workers' compensation, and tax requirements.
- Connect businesses with financing, lending, and business support resources.
- Assist contractors in developing business plans and growth strategies.
- Deliver trainings on workplace safety and health (e.g., First Aid/CPR, Wilderness First Aid, Stop the Bleed, heat and smoke illness, situational awareness, etc.).
- Provide education on workplace rights (e.g., Fourth Amendment protections).
- Develop and adapt culturally and linguistically appropriate training materials.
- Stay current on laws and regulations affecting the forestry workforce.

- Recruit participants for trainings and events

Business Development & Technical Assistance (40%)

- Support small forestry businesses with business development needs (e.g., LLC formation, licensing, regulatory compliance, government contracting systems).
- Collaborate with partners to design and implement business training programs and workshops.
- Maintain accurate records of services provided.
- Translate materials between English and Spanish as needed.

Program Support & Collaboration (20%)

- Participate in team meetings and professional development activities.
- Work closely with the Promotor/a Program Manager, Executive Director, and project partners.
- Gather community input to inform programming priorities.
- Build and maintain professional relationships with contractors, community organizations, and natural resource agencies.

Other duties as assigned

Note: This position is funded by an obligated 2-year federal grant after which it will be dependent upon securing additional funding.

Required Qualifications

- 2+ years of experience in business development, economic development, adult education, nonprofit programs, or related field.
- Experience planning and delivering workshops, trainings, or educational programs.
- Strong written and verbal communication skills in English and Spanish.
- Ability to work independently and manage time effectively.
- Proficiency with MS Office, email, and virtual collaboration tools.
- Willingness to work occasional evenings and weekends.
- Residency in Jackson County or the greater Rogue Valley.
- Valid driver's license and ability to travel within southern Oregon.

Preferred Qualifications

- Experience working with forestry contractors, wildfire contractors, or natural resource businesses.
- Familiarity with government contracting systems (SAM.gov, VIPR, OregonBuys, etc.).
- Certifications in relevant trainings such as First Aid/CPR, Wilderness First Aid, or Stop the Bleed, or ability to obtain within 3 months.
- Experience developing or adapting educational materials for multilingual audiences.
- Experience providing technical assistance to small businesses.
- Lived experience within Latine or Hispanic communities.
- Familiarity with forestry, agriculture, or fire management in the western U.S.

- Familiarity with labor rights and workplace protections (e.g., OSHA, wage and hour laws, immigrant worker rights).

Compensation and Benefits

Lomakatsi strives to provide competitive salaries and benefits within the nonprofit community.

- Salary is commensurate with experience, up to $65,000 per year
- Paid medical and dental plan
- Paid vacation
- 401K retirement plan

Application Process

To apply, please submit:

- Cover Letter
- Resume
- Three professional references

Send to jobs@lomakatsi.org with subject "Forestry Business Development Coordinator." Position open until filled, with applications reviewed on a rolling basis—please apply ASAP.

About Us

Lomakatsi Restoration Project is a tribally affiliated nonprofit organization dedicated to forest and watershed restoration, operating primarily in Oregon and California. For over 31 years, Lomakatsi has partnered with low-income, rural, forest-based, frontier, and tribal communities across the region to bolster resilient communities, foster economic opportunity, and restore thousands of acres of forest and miles of stream habitat. Guided by a mission to "restore ecosystems and the sustainability of communities, cultures, and economies," Lomakatsi collaborates with a diverse network of partners—including federal and state land management agencies, Native American Tribes, NGOs, land trusts, private landowners, watershed councils, and local governments. Through these partnerships, Lomakatsi has helped shape nationally recognized restoration initiatives and set precedents for inclusive, landscape-scale conservation.