



Position Description : Environmental Planner/Senior Environmental Planner

About Whitebark

Whitebark Institute is a 501 (c)(3) non-profit organization dedicated to addressing environmental challenges and fostering resilient communities in California's Eastern Sierra. Our work prioritizes landscape and community adaptation to climate change, particularly wildfire risk reduction. We play a key role in advancing the region's wildfire resilience efforts in communities throughout the Eastern Sierra by bringing together local scientists, environmental planners, government agencies, educators, communities, and businesses to collaboratively develop, plan, finance, and restore healthy landscapes in Inyo, Mono, and Alpine Counties.

Whitebark Institute makes an impact in our communities and provides a great place to work. We are a small, growing organization with a skilled staff that brings experience from a multitude of scientific disciplines and applied areas of expertise. With an indescribable passion for this place, Whitebark is made up of talented outdoor enthusiasts who care deeply about where we work and live. Collaboration is one of our core values, and we recognize that a healthy work-life balance is essential to our long-term success.

About the Position:

The **Environmental Planner/Senior Environmental Planner** will use their expertise in environmental law and public land policy to manage the preparation of environmental compliance documents and plan projects aimed at increasing the resilience of communities and ecosystems to wildfire and climate change. This position will lead project development and environmental planning efforts on projects of low to medium complexity and provide essential support to the Environmental Planning Program Director with programs and projects designed to enhance resilience to wildfire and community engagement on a regional scale. This position will report directly to the Environmental Planning Program Director and will work closely with various teams within Whitebark Institute. The title and responsibilities will be tailored to the experience and leadership capacity of the selected candidate.

Highly qualified candidates with exceptional experience may be considered for the Senior Environmental Planner role.

Key Responsibilities (All Candidates)

Project Development & Coordination:

- Lead and support planning and develop projects for wildfire resilience, ecosystem restoration, and related initiatives.
- Facilitate project scoping, partner engagement, and inclusive planning processes involving agency staff, community members, Tribal partners, and other stakeholders.
- Coordinate internal and external planning teams to ensure alignment with community and regional goals and timelines.
- Utilize GIS and other tools to facilitate project identification and planning; support GIS-based project identification, mapping, and data management.
- Maintain thorough and organized records of project data, community input, meeting notes, and other materials essential to project advancement.
- Conduct literature reviews, background research, and project documentation to support planning and decision-making.



- Support the Environmental Planning Program Director in partner outreach and ongoing relationship stewardship, ensuring projects reflect diverse community and ecological needs.
- Provide technical advice and collaborate with community engagement and forest health teams to support outreach, education, and forestry-related program areas.
- Perform other programmatic and organizational duties as required.

Environmental Planning/ Technical Support:

- Lead the development and implementation of high-quality CEQA/NEPA documents for projects of low to medium complexity.
- Work alongside the Environmental Planning Program Director and agency partners to manage environmental compliance for complex, landscape scale projects.
- Oversee the preparation of work plans, coordinate required technical studies, and manage the development of supporting documentation and reports.
Define and manage project objectives, scope, schedule, budget, contracts, and expectations, in collaboration with other staff and partners, while maintaining high-quality standards.
- Utilize GIS and spatial analysis to support environmental review and technical documentation.

Grant & Budget Management:

- Work with internal teams to track grant deliverables, timelines, reporting requirements, ensuring compliance with funder obligations.
- Support ongoing budget management, including monitoring project expenses, updating financial trackers, and providing regular updates to Whitebark leadership.
- Coordinate with subcontractors and vendors to review deliverables and facilitate timely approval and payment of invoices.
- Prepare timely, accurate narrative and financial reports to support grants and related project awards.

Additional Responsibilities for Senior-Level Candidates

- Lead CEQA/NEPA compliance on complex and landscape-scale projects.
- Supervise and mentor junior staff and technical consultants.
- Develop programmatic strategy and explore opportunities for expanding capacity.
- Represent Whitebark at interagency meetings and regional forums.
- Support strategic planning and project prioritization aligned with organizational goals.

Qualifications

Minimum Qualifications (All Candidates):

- Bachelor's degree in Environmental Planning, Environmental Science, Natural Resources, or a related field
- 5–8 years of experience in environmental planning, permitting, or related fields, including project management responsibilities. An equivalent combination of education and experience will be considered.
- Working knowledge of CEQA and NEPA compliance processes and demonstrated experience preparing environmental documents.
- Proficiency in GIS and spatial analysis tools to support environmental planning.
- Strong technical writing and communication skills, with the ability to convey complex concepts clearly to diverse audiences.



- Ability to independently manage tasks, meet deadlines, and adapt to shifting priorities across multiple projects.
- Experience collaborating with cross-sector partners including agencies, community organizations, and contractors.
- Familiarity with budget tracking, grant deliverables, and funder reporting requirements.

Preferred Qualifications (for Senior-Level Consideration or Added Value):

- Advanced degree or specialized training in environmental planning, public policy, ecology, or related field.
- 8+ years of progressive experience with increasing responsibility in environmental planning and compliance.
- Demonstrated ability to lead CEQA/NEPA processes for complex or landscape-scale projects.
- Experience supervising staff, managing consultants, or mentoring early-career professionals.
- Technical expertise in one or more environmental resource areas (e.g., botany, hydrology, air quality, cultural resources).
- Local knowledge of the Eastern Sierra region and existing relationships with agency or tribal partners.
- Experience working with and engaging underrepresented communities in planning processes.

Compensation & Benefits

This is a full-time, year-round position with a salary range of \$80,000 - \$110,000, commensurate with experience and qualifications.

Benefits include:

- **Health Insurance:** 75% employer-paid medical, plus 100% employer-paid dental, vision, and life insurance.
- **Retirement:** Employer-contributed retirement program.
- **Paid Time Off:** Generous Vacation Time Policy and an additional 11 paid holidays per year.
- **Work Environment:** Hybrid work options and flexible scheduling, provided client, subcontractor, and Whitebark team needs are met.

How to Apply

Interested candidates should submit a **resume, cover letter, and references** to

administrator@whitebarkinstitute.org. Applications are encouraged to be submitted before May 16, 2025.

Whitebark Institute is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive work environment for all employees.