White River & Douglas Creek Conservation Districts

Promoting the Wise Use of All Natural Resources

P.O. Box 837
351 7th Street
Meeker, CO 81641
Phone (970) 878-9838

Job Title: Forest Health & Wildfire Mitigation Coordinator
Position Status: Full time, non-exempt
Location: Rio Blanco County
Reports to: Executive Director

Position Function: The Forest Health & Wildfire Mitigation Coordinator reports directly to the White River and Douglas Creek Conservation Districts' (the Districts) Executive Director and works closely with the State, Federal and local partners to coordinate cross-boundary wildfire mitigation projects for multiple landscape and community protection benefits. The grant funded position is responsible for implementing the Districts Forest and Community Engagement programs, ensuring the development and implementation of forest management projects with agencies, landowners, and other stakeholders to support strategic initiatives and long-term upland vegetation management and community resilience goals, and reporting the progress on specific grant deliverables.

Position Duties and Responsibilities:

1. Work with partners, including the USFS, CSFS, NFF, CPW, BLM and others to help facilitate the development of scopes of work and planning National Environmental Planning Act (NEPA) for watershed improvement, ecosystem restoration, fuels reduction, wildlife habitat improvement, and recreation enhancement projects.
2. Facilitate the advertisement, negotiation, and awarding of multiple contracts for services related to on-the-ground implementation of watershed improvement, ecosystem restoration, fuels reduction, wildlife habitat improvement, and recreation enhancement projects.
3. Work directly with contractors, consultants, nonprofit organizations, partners, USFS, CSFS, NFF, CPW, BLM and to coordinate on-the-ground implementation of watershed improvement, ecosystem restoration, fuels reduction, wildlife habitat improvement, and recreation enhancement projects effectively and efficiently.
4. Work with the USFS, CSFS, CPW, BLM and NFF to help develop, modify, manage, and track Stewardship Agreements and Good Neighbor Authority agreements associated with forest restoration projects (e.g., hand thinning, mechanical thinning, prescribed fire).
5. Work closely with the White River Integrated Water Initiative, communities, and individuals to ensure continued public support for proactive forest management.
6. Actively pursue funding opportunities including writing grants for proactive forest management projects.
7. Support on-the-ground projects by facilitating productive and mutually beneficial partnerships between the USFS, CSFS, CPW, BLM, NFF, and other partners.
8. Support activities that reinforce existing collaborations and help build new partnerships.
9. Serve as a point of contact for the forest management activities related to the White River Integrated Water Initiative efforts.

Partnership Coordination:
Participate and coordinate with relative collaborative efforts including by not limited to:
Landowner Education and Outreach:
-Understand and effectively speak to wildfire-related issues to deliver consistent and site-specific messaging about wildfire risk and mitigation actions.
-Assist with the development of educational materials and presentations.
-Attend, coordinate, and help facilitate community, homeowner association, and other related meeting opportunities to deliver presentations and educational materials, promote Conservation Districts programs, and strengthen community relationships. Recruit, support, and retain Firewise USA neighborhood leaders.
-Coordinate and complete targeted outreach to communities, individuals, and key stakeholders.

Education and Qualifications:

- At least two years of work experience with conservation programs, project planning, and/or coordinating project implementation, preferably on federal lands.
- Experience in project planning, coordination, accomplishment and budget tracking, and/or project operations management that involve multiple implementation partners, contractors, contracts for services, and funding sources.
- Strong communication, interpersonal, organizational, and administrative skills.
- Strong writing skills and public speaking experience.
- College degree in a related field, or 2 years of experience in wildfire education and mitigation or natural resource management
- Experience working with volunteers
- Experience with project coordination
- Proven coalition building experience around community issues
- Strong organizational skills; ability to handle multiple priorities and deadlines
- Excellent written and verbal communication skills, and experience with public speaking and working with the media
- Excellent computer skills and experience with Microsoft Office programs
- Proven experience working with many different agencies and partners around a public issue
- Experience with event planning
- Willingness to work some evenings, weekends and holidays
- Willingness to develop an understanding of wildfire mitigation and forestry best practices and programs.
- Capable of lifting 40lbs and walking over rough terrain
- Valid drivers license, automotive insurance, and skill driving 4WD mountain roads

Preferences

- Minimum of a Bachelor's degree or higher in Forestry, Natural Resource Management, Non-profit management or similar field.
- Familiarity with ArcGIS online, basic cartography, and map design.
- Specific education or experience with forestry, land and watershed science, policy, and management, fire science, wildlife conservation, and/or similar natural resources.

Position Details & Benefits

- Full-time, on-site position based in Meeker, Colorado (not remote).
- Competitive salary based on experience and qualifications, starting at $55-65,000/annually.
- Comprehensive benefits package, including health insurance, paid leave, holidays, and retirement benefits.
- Professional development and training opportunities.