



WASHINGTON RESOURCE

CONSERVATION &
DEVELOPMENT COUNCIL

Empowering communities today, building resilience for tomorrow.

JOB ANNOUNCEMENT ENVIRONMENTAL OR HAZARD MITIGATION PLANNER

SALARY

\$37-\$39/hour, depending on qualifications (*approximately \$76,000-\$81,000 equivalent*)

BENEFITS

Sick Leave
Vacation (8 hours per month)
10 Paid Holidays
100% Employer Paid Health, Vision,
Dental Insurance

HOURS

Full time: 32-40 hours per week

TERM OF EMPLOYMENT

12 months, with the possibility of extension

LOCATION

Washington State

Yakima Office or remotely, anticipate 25% travel.

If remote work is requested, preferred location is within two hours of Yakima, Ellensburg, or Leavenworth, Washington

Application Due: March 20, 2024

TO APPLY

Submit a resume, one page cover letter, and three professional references to:
Hilary Lundgren, Executive Director at
hilary@washingtonrccd.org

ABOUT US

The [Washington Resource Conservation and Development Council](#) (WRCD) is a statewide 501(c)(3) nonprofit organization.

Our vision is for Washington's communities and landscapes demonstrate resilience in the face of environmental and economic issues. Our mission is to empower communities by equipping them with the tools, resources, capacity, and connections necessary to adapt to the changing world.

We serve to support place-based leadership in community fire adaption, landscape restoration, and salmon habitat restoration. We partner with local organizations and state and federal entities to support community-based initiatives through facilitation, project management, technical assistance, training, planning, grant making, and community building.

OUR VALUES

Every team member who joins the WRCD is expected to embody WRCD's [Values and Commitment to Equity](#).

ABOUT THE ROLE

The Environmental Planner will work across Washington primarily focusing on community wildfire protection plan (CWPP) development with partners. The position will provide technical assistance to organizations working on CWPPs, review CWPP's, support the development of best practice and resource guides for CWPP development, co-facilitate local CWPP development processes with local organizations, and write CWPP's upon request.

The WRCD is an equal opportunity provider and employer.

RESPONSIBILITIES

With continued federal and state agency investments in community wildfire protection planning, additional communities will engage in CWPP updates for the next 4-5 years – and throughout the CWPP process, local organizations will need continued support. This position will support those leading, coordinating, or participating in CWPP development or updates, including working with local, state, and federal agencies and other wildfire experts to provide technical assistance or resources to communities developing their CWPP. If funding is available, this position may develop CWPP's upon request.

Technical Assistance

- Provide subject matter expertise on CWPP projects, including wildfire risk assessment, social vulnerability assessment, community engagement, project prioritization, recommendation development, postfire preplanning, and document generation/design as needed and available.
- Attend and participate in CWPP meetings to provide assistance, guidance, or one-on-one consultation, as requested.
- Assist in developing new CWPP project scopes, approaches, and budgets.
- Work with WRCD staff to plan, coordinate, and host workshops and training sessions.
- Review CWPP-related materials and documents, as requested.
- Conducts field evaluations and community and property assessments.

CWPP Development

- Manage, support, or lead the CWPP planning process, document generation, and other similar projects.
- Coordinate with WRCD personnel and external CWPP project partners and clients to ensure planning and personnel needs are met throughout a project.

Collaboration and Partnerships

Represent the WRCD to clients, partners, and communities and build partner relationships. Represent the WRCD at local and regional meetings.

Project Management

- Maintain and report to the Executive Director on project budgets to track progress and keep projects on budget.
- Coordinate and facilitate CWPP steering committee, core team, or subcommittee meetings, partner meetings, and community meetings to meet planning project objectives.

Development of Program Materials and Resources

Work with the WRCD staff team, partners, and contractors to develop forms, templates, best practice guides, and other tools and resources to ensure communities have the information required to lead or participate in the CWPP process. This position will help develop content for resources and the CWPP resource website.

Other

Provide project management and planning support for other projects as needed and available.

MINIMUM QUALIFICATIONS

- Bachelor's degree in urban & regional planning, environmental planning, city planning, landscape planning or architecture, environmental engineering, or ecology OR a minimum of three years of experience working with community plans and processes, such as plan and regulation drafting, adoption, and scenario planning.
- Clear oral, written, and interpersonal communication skills to translate technical topics to planners, fire professionals, and non-technical audiences.
- Strong partner management skills.
- Collects, reviews, and analyzes community information, such as plans, codes, regulations, and spatial data, to develop and help others develop CWPPs, maps, and reports supporting community wildfire risk reduction, response, and recovery.

DESIRED QUALIFICATIONS

- An understanding of wildfire risk OR 1-2 years experience in wildfire mitigation, wildfire response, wildland-urban interface community work, or similar.
- Experience working with partner organizations to develop a CWPP or in wildfire planning.
- Strong knowledge of analysis, modeling, and planning using ArcGIS, R, or similar platforms.
- Strong meeting facilitation skills.
- American Institute of Certified Planners (AICP) accreditation.

Those meeting at least one of the desired qualifications are encouraged to apply.

DESIRED APPLICANT ATTRIBUTES

- Commitment to diversity, equity, inclusion, and justice.
- Ability to learn, understand, and communicate federal and state wildfire disaster, recovery, forest, and wildfire strategic plans and initiatives to a diversity of stakeholders.
- The candidate should bring a strong sense of self-initiative, organization, and passion for working with people.
- Practiced writing, speaking, reporting.
- Experience working remotely and with a remote team.
- Demonstrates experience in drafting reports and other deliverables to synthesize and share outcomes, best practices, recommendations, and similar project or organizational needs.

