



Position Title: Wildfire Adapted Communities Specialist

Job Type: At-will, Full Time, Exempt (1.0 FTE, 40 hours/week)

Compensation: \$48,000/year plus monthly benefits stipend, matching IRA, and paid leave

Anticipated Duration: Position funded through September 1, 2024; Extension beyond this term dependent on securing additional funding.

Job Location: Remote. Home offices are in Sweet Home, OR.

Reports to: Executive Director, South Santiam Watershed Council (SSWC)

Closing Date: Open until filled

Anticipated Start Date: Negotiable but seeking a candidate available to start as soon as possible

Job Purpose Summary

- Increase community engagement capacity supporting wildfire recovery and resilience in the North and South Santiam Basins
- Build and align partnerships to support future and ongoing fire risk reduction
- Identify, develop and administer projects that advance community-level fire resilience

Professional Responsibilities

- Participate in local process(es) to update and implement Community Wildfire Protection Plans
- Work closely and effectively with Local, State and Federal agencies and entities; Tribal staff and Councils; academic communities; social enterprise (non-profit) organizations; private companies; private landowners; volunteers; school districts, and other community partners to share information, plan events, etc.
- Manage and direct projects at and through all stages of development, including concept/design, budgets, schedules, permits, procurement, contracting, and monitoring
- Lead/co-lead project tours, presentations, public meetings, site visits, and outreach events
- Report activities according to grantors' requirements
- Attend board meetings and staff meetings for both organizations
- Attend trainings, workshops and conferences to advance knowledge, skills and abilities
- Maintain accurate administrative records for payroll, mileage and expense tracking

Additional Information

- Applicants living outside of the geographic area (but within the State of Oregon) may apply; however, this position is expected to travel extensively in and around Linn and Marion Counties.
- Possession of a valid Oregon driver's license, or ability to acquire one upon employment.
- Employment is contingent on passing a criminal background investigation.

Desired Attributes and Qualifications

We encourage you to think broadly about your background and qualifications and how not only your professional and educational experiences, but traditional, lived, and volunteer experiences contribute to meeting the qualifications.

- B.A. or B.S. in a related field of study and 2+ years of experience with community capacity building and project management **OR** 5+ years of experience with community capacity building and project management
- Community education and engagement experience with demonstrated attention to relationships, authentic partnership building and follow through.
- Knowledge of Willamette Valley ecosystems and/or natural resource experience is preferred
- Possession of a personal vehicle for business travel. Mileage reimbursed at current state rates in accordance with the personnel policy with Sweet Home as the duty station.
- Experience managing projects in either an ecological or community setting
- Excellent English language oral/written communication skills, including telephone, email, one-on-one, public speaking abilities.
- Proficiency in Microsoft Office, Google Suite, and Zoom.

Working Conditions and Physical Requirements

- Work is performed at a desk, in meetings and in the field.
- Position will require flexible work hours when needed (evenings and some weekends), with basic work week being Monday through Friday.
- Outdoor work can occur in remote locations, in variable weather conditions, on uneven ground and in and around water.
- Work locations may be public or privately owned, and driving on gravel roads is common.
- Ability to sit, walk and stand for intermittent periods of time and on a frequent basis; bending, kneeling, squatting, reaching overhead, stretching, and climbing; strength, dexterity; occasional use of eye and / or ear protective wear; coordination and vision to operate personal computer and view video display terminal for frequent periods; and the ability to communicate on a telephone, via email, and in person.

How to Apply

Interested individuals should submit the following as a **single PDF** to director.sswc@gmail.com, with a subject line that indicates their last name and the position title (i.e. "Browne_WACS Application Materials." Application period open until at least **April 14, 11:59pm Pacific Standard Time** or until filled. Incomplete applications, or materials submitted that do not follow the application instructions provided here will not be accepted.

- **Letter of Interest** of no more than 2 pages. Include statements describing the skills and background you have that meet the specific knowledge, skills and abilities sought for this position.
- **Resume** of no more than 2 pages. Please include at least three professional references.
- **Equity, Diversity and Inclusion Statement** of no more than 1 page. Discuss your experiences, education, and commitment to EDI. Provide a concrete example of your commitment and how you might apply it to your work in this position.
- **College transcripts (if using education background to qualify).**

Equal Employment Opportunity

We believe that diverse perspectives strengthen an organization and encourage people with diverse backgrounds and life experiences to apply. The SSWC is an equal opportunity employer and prohibits discrimination on the basis of race, color, national origin, age, disability, sex, gender identity, sexual orientation, religion, political beliefs, income status, marital status, or familial or parental status.

COVID-19 Vaccination Requirement

The SSWC is committed to providing a safe, comfortable, and productive work environment for its employees. The SSWC requires all staff to be fully vaccinated for COVID-19. Accommodations for exemptions will be provided as required by law.