



Northeast Oregon Firewise Community Coordinator *We're Hiring!*

LOCATION: Enterprise, Oregon or Northeast Oregon
POSTING DATE: 02/03/2022
APPLICATION DEADLINE: 02/23/2022

Job Title: Northeast Oregon Firewise Community Coordinator
Date: 02/02/2022
Reports To: WR Forest Program Manager
Category: Regular Full Time
FLSA Status: Nonexempt
Salary & Benefits: \$42,000 to \$49,000 annually DOE. Wallowa Resources offers excellent benefits.

TO APPLY

Send a cover letter, resume, and list of three professional references to info@wallowaresources.org

ORGANIZATION SUMMARY

Wallowa Resources (WR) is a community-based 501(c)3 nonprofit corporation, established in 1996 with leadership from Wallowa County Commissioners. Since then, WR has worked to bring people together to empower rural communities to create strong economies and healthy landscapes through land stewardship, education, and job creation. We strive to balance rural economic well-being with the stewardship and conservation of its resources, preserving each rural area's heritage of making a living from the land.

JOB SUMMARY

The Northeast Oregon Firewise Community Coordinator (Coordinator) will work alongside community partners to help support a cohesive Northeast Oregon Firewise Community* program in Union, Baker, Wallowa and Umatilla counties. The Coordinator will work closely with county, state, federal, Tribal, nonprofit, contractor, and private landowner partners to build upon existing Firewise Community work in the region and assist new and existing communities of private landowners to become wildfire adapted and improve the resiliency of their forest natural resources.

The Coordinator reports to the Wallowa Resources Forest Program Manager (Manager).

**A Firewise Community is a neighborhood or group of landowners working together to reduce their collective wildfire risk.*

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Work alongside partners within each county to assess existing Firewise Community programs to identify needs, and develop and implement a plan and strategy for building capacity (e.g. Wallowa CWPP Firewise Community Subcommittee; Community Wildfire Protection Plan Committees; Baker Firewise Community Program; Northeast Oregon Small Woodland Owner's Association; La Grande Wildland Urban Interface Committee; Baker Resources, etc.).
- Coordinate with county emergency management, local Firewise Community coordinators, forest and wildfire reduction contractors, OSU Forest and Fire Extension, ODF, NRCS, Blue Mountain

Cohesive Strategy Partnership, Forest Service, local fire districts, Tribes, and existing Firewise Communities within each county to identify roles and responsibilities among existing partners to support (1) existing Firewise Communities and (2) groups of willing landowners who are interested in becoming a Firewise Community.

- Work with partners to provide technical assistance and planning support to each landowner community. Support will include but is not limited to:
 1. Introductory community meetings and presentations in collaboration with local partners to explain wildfire risk, Firewise, and understand each community's goals, objectives, etc.
 2. Perform, assemble and assist in submittal of Firewise Community Wildfire Risk Reduction Assessment/Community Map/Application
 3. Provide presentation of the Assessment to the community
 4. Help community identify a landowner working group
 5. Assist in development of each community's Firewise Community Action Plan
 6. Submit final Firewise Community application
 7. Educate landowners on Firewise basics
 8. Coordinate with partners to perform structural assessments, forest management plans, and connect landowners to cost share programs to assess their wildfire risks and treat their properties to increase their overall resilience to wildfire and disturbance
 9. Assist in organization of community work days/trainings, upcoming funding opportunities, and plans for ongoing maintenance
- Engage with local forestry/wildfire risk reduction contractors to identify and support their capacity to implement projects on private landowners' properties.
- Collaborate with partners to develop/adapt fire risk reduction educational and program materials, conduct tours and workshops, and engage with media.
- Assist in creation and maintenance of new Northeast Oregon Firewise Community Website.
- Seek to stay up to date with the most recent science and information about wildfire preparedness and wildfire related local, state, and federal policies and plans.
- Work alongside partners and existing Firewise Communities to develop a Northeast Oregon Firewise Community peer network and annual workshop/tour.
- Write grant proposals and applications, including mid-project and post-project reporting.
- Attend and actively participate in monthly WR Forest Stewardship Team meetings.
- Work alongside Program Manager to ensure alignment with and provide general and communications support for WR's My Blue Mountains Woodland Partnership.
- Attend and actively participate in weekly WR staff meetings and provide support, leadership, and facilitation to WR staff and WR special events and projects. Attend WR Board meetings, fundraisers, and events as relevant.
- Maintain regular, open, clear, and timely communication with stakeholders, landowners, staff members, government officials, tribal governments, members of the public, and others. Respond to landowner inquiries for assistance in a friendly, timely manner. Work with partners to ensure follow-up and ongoing support.

EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Required (The following are the minimum levels required to successfully perform the Essential Job Duties and Responsibilities)

- Ability to independently work and set goals/priorities
- Strong written, speaking and presentation skills in formal and informal settings
- Community organizing, volunteer coordination, conflict resolution, project management, and experience managing and prioritizing tasks from multiple sources

- Facilitation and meeting agenda setting experience with diverse teams to help the group successfully achieve collective goals
- Demonstrated proficiency in Microsoft Suite, Adobe Acrobat, Zoom, Google Drive, and basic design/report making
- Willing to learn, have an adaptive and flexible work style, and be an active listener
- Passionate about/ interest in wildfire mitigation and preparedness
- Willingness to work in evenings and on weekends when required
- Willingness to live and work in Northeast Oregon
- Consistently demonstrate teamwork and positive day-to-day work relationships and interactions with staff, board members, members of the public, and community partners
- A valid Driver's License, or ability to get one, and an acceptable driving record according to WR's auto liability policy requirements

Preferred

- Individuals with (1) forestry, natural resources or wildfire related degree and/or (2) comparable experience
- Understanding of and familiarity with Northeast Oregon and Southeast Washington forests & wildfire, communities and natural resource/wildfire partners
- Experience working with rural landowners of diverse backgrounds
- ArcGIS/mapping skills
- Familiar with grant programs available for small and large landowners
- Familiarity with natural resource sector and issues in Northeast Oregon and Southeast Washington

WORKING CONDITIONS

Environment and Physical Requirements: The Northeast Oregon Firewise Community Coordinator works primarily in an office or work-from-home environment; however, the position visits field locations including forests, private landowner properties, and wood product business sites. Those locations are subject to a variety of extreme weather conditions including rain, snow, wind, and dust. The position frequently requires travel by car to attend meetings and occasional overnight travel. The incumbent interacts constantly with staff, visitors, government agencies, and others. The position sits, stands, walks, bends, lifts, and moves intermittently during working hours. The incumbent must be able to lift, push, pull and move files and equipment in excess of 10 pounds.

Hours: Typical office hours are full time from 8:00 a.m. to 5:00 p.m., Monday through Friday, but may include evening and weekend tours/meetings with landowners.

Other Duties and Responsibilities: This job description is a summary of the essential duties and responsibilities for this job, and it does not necessarily represent an all-inclusive list of duties, responsibilities, tasks or procedures. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instruction or assignments. Nothing in this description restricts WR's right to assign or reassign duties at any time.

Accommodation Statement: Essential job duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform the job successfully, an incumbent or applicant must possess the experience, knowledge, skills, and abilities to perform each essential duty and responsibility proficiently. If you require an accommodation in order to perform the essential duties and responsibilities of this job, please contact the WR Executive Director.

Wallowa Resources is an Equal Opportunity Employer