

West Region Wildfire Council
Position Announcement
Forester/ Program Coordinator



General Information

Position Title: Forester / Program Coordinator

Job Type: Full Time, Exempt, Salaried

Job Location: Ridgway, CO. Primary area of responsibility will be Delta, Gunnison, Hinsdale, Montrose, Ouray and San Miguel Counties

Reports to: Vegetation Management Program Manager / Lead Forester

Office/Remote: Employees will be eligible to work remotely, however a significant portion of the job responsibilities will require in office presence as well as field work in the primary areas of responsibility.

Closing Date: Open until filled.

Organization

The West Region Wildfire Council (WRWC or The Council) is a nonprofit based in Ridgway, CO.

The mission of the West Region Wildfire Council (WRWC) is to increase resilience to wildfire in Delta, Gunnison, Hinsdale, Montrose, Ouray and San Miguel Counties. To achieve this mission, the West Region Wildfire Council:

CONVENES regional partners to collaboratively identify values at risk to wildfire while co-developing shared priorities for addressing such risks before, during and after a wildfire;

EDUCATES community members about wildfire and the actions that can be taken to achieve resilient landscapes, fire adapted communities and safe wildland fire response;

PROMOTES proactive wildfire preparedness and risk mitigation ahead of the next fire;

PROVIDES financial incentives and technical assistance for wildfire risk mitigation projects in collaboration with individual property owners, communities and organizational partners; and

AGGREGATES and deploys funding to support regional wildfire risk mitigation capacity and related resource needs.

Position Overview

The position coordinates and implements the Vegetation Management Program (VMP)- a flagship program of the West Region Wildfire Council. The VMP provides technical forestry assistance, as well as incentives, for private property owners to engage in wildfire risk mitigation and forest resilience projects at the parcel, community and landscape scales. Program coordination, project management, client and contractor relationship management and forestry knowledge are all utilized skills in this role.

Core Responsibility Areas

Core Responsibility	Time Allocation Estimate
Vegetation Management Program Coordination	40%
Vegetation Management Project Administration	35%
Seeding Program Coordination	5%
Education	5%
Grant Management Support	5%
Communications	5%
Other Duties as Assigned	5%

Vegetation Management Program Coordination

- Help implement WRWC's Vegetation Management Program which provides technical assistance and financial incentives for wildfire risk mitigation focused projects primarily on private land. Approximately 100+ landowners participate in this program on an annual basis.
- Coordinates a portfolio of assigned vegetation management projects to ensure all critical project related documents, data and information are appropriately stored in electronic and paper formats.
- Coordinate critical communications with participating landowners, partners, and staff as it relates to assigned vegetation management projects.
- Deliver program level Annual Budget recommendations/requests related to the VMP Manager.

Vegetation Management Project Administration

- Provide technical field forestry services for the organization on assigned vegetation management projects. The position conducts fieldwork for project layout, development of project maps and project treatment prescriptions, oversees vegetation contractor bidding, oversees implementation of executed vegetation management agreements/ contracts, and manages all relevant documentation.
- Seek the most up to date available science, information, silviculture, and Best Management Practices (BMP's) with regards to reducing wildfire risk and increasing ecosystem resilience through vegetation management practices; incorporate this information into project planning and administration and share this information with the other WRWC VMP personnel.
- Develop appropriate, evidence-based treatment prescriptions for all assigned projects, taking into account organizational mission, grant funding objectives, grantor standards as well as property owner social license.
- Maintain and repair forestry equipment, including paint guns, and ensure that all forestry supplies are appropriately stocked.

Seeding Program Coordination

- Identify the need for post-project seeding on assigned vegetation management projects; if determined necessary, promote the seeding program with participating property owners to enroll them into the program.
- Support all aspects of Seeding Program project pipeline management including managing contracts with vendors for seed purchase, seed application, landowner invoicing/reimbursements, documentation management and associated matters.

Education

- Engage with WUI property owners and community leaders via phone, written, electronic as well as on-site face-to-face communications to increase awareness and understanding related to wildfire risk and activities/actions that can be taken to reduce/mitigate risk, specifically with regards to vegetation management.
- Understand and effectively speak to wildfire related issues to deliver consistent yet site specific, engaging and science-based messaging about wildfire risk and mitigation actions in the natural environment.
- Attend Site Visits with landowners as necessary and in coordination with WRWCs Wildfire Mitigation Specialist.

Grant Management Support

- Support and review technical forestry and fuels prescription language for grant/funding proposals to ensure consistency between anticipated field operations and grant language.
- Provide necessary grant management data/reporting documents including project specific information, data, geospatial data and other reporting needs.

Communications

- Promotes WRWC's Vegetation Management Program with constituents and organizational partners/affiliates to increase awareness and understanding of the Program. Works with community leaders, HOA's, and partners to plan for upcoming fuels mitigation projects in select communities that have been identified as high risk and need wildfire mitigation.
- Prepares activity reports, attends meetings, presents and speaks to 'on-deck' and upcoming work.

- Establishes and maintains communications/ professional relationships with vegetation management contractors.
- Help develop the annual “End of Year” summary report and accompanying presentation that is sent and presented to partners and members of the larger West Region Council to report on the previous year’s accomplishments.

Other Duties as Assigned

- Given the highly varied nature of WRWC’s work, other duties, tasks and responsibilities, not previously listed within this job description, will be assigned.

Preferred Qualifications

- 4 years of combined education and experience in forest / fuels management or a related field.
- A bachelor’s degree in forestry *or a* related natural resource management field is strongly preferred.

Ideal Attributes

- Enthusiasm for working in a small nonprofit, team-oriented environment
- Personable and professional. Successful candidates will be enthusiastic about working closely with private landowners and other professionals from a variety of backgrounds
- Detail oriented and organized, with the ability to manage multiple projects and work objectives simultaneously. Has strong time-management skills.
- Self-starter and self-motivated, independent and committed to being helpful.
- Enthusiastic about a combination of working outside in all conditions (rain, snow, cold and hot temperatures) and working in an office environment balancing field and administrative duties.
- Excellent customer service ethics- strives to “meet people where they’re at” when communicating.
- Excellent oral and written communication skills.
- Team player with the ability to collect many different types of input and move forward in a positive, productive way.
- Willingness to work some evenings, weekends and holidays (flexibility).

Ideal Knowledge, Skills & Abilities

- Knowledge of and experience with forestry, ecosystem functions, wildfire, and/or watershed management
- Knowledge of vegetation management tools and practices such as mechanical vegetation management treatments, timber harvesting, prescribed burning, slash management, wetland/wet meadow restoration and related practices
- Knowledge of intermountain west ecosystems; fire behavior/ecology; and dendrology, including trees, mountain shrubs, and invasive species
- Ability to develop and sustain professional relationships with the general public, private landowners, and organizational partnerships
- Strong GIS skills including proficiency with ESRI platforms/ products, Avenza Maps, OnX Maps, etc.
- Strong proficiency with word processing, presentation platforms, spreadsheets and database management
- Proficiency with Google suite of applications (Drive, Docs, Sheets, Forms, etc.)
- A clean driving record as well as Colorado issued driver’s license (required)
- Ability and willingness to drive an organization owned vehicle for travel within the work area (required)
- Ability and willingness to use a personal vehicle for travel within the work area (Required- see “mileage reimbursement” below)

Why Join the West Region Wildfire Council Team?

We are a small, hard-working team that is dedicated to making great work happen with limited resources. We have a strong passion for our work and are driven each day to advance our mission and help make our communities, forests and watersheds more resilient to wildfire. We utilize a team-oriented and collaborative approach to address the wildfire issue. We understand that addressing the wildfire issue requires a dedicated and multi-disciplinary approach and we seek to leverage the best available science and the best available technologies as well as our partnerships and relationships to further our work and impact.

Our staff value a high-quality work product and an ability to recognize needs, coupled with the willingness to jump in and begin addressing those needs. We are focused on honoring commitments, and we value the capacity to think outside the box, innovate and move our programs forward in support of the WRWC mission. We value a sustainable work-life balance.

[Video Highlighting some of our work & partnerships](#)

[Our Office:](#) We have a wonderful office location in Ridgway. The office provides a mountain feel, an abundance of natural light and FAST fiber internet.

Compensation & Benefits

- **Annual Salary:** The salary range for this position will be in the \$65,000- \$90,237. Please note that the range describes the full salary range for the position. New hires typically start at the beginning of the range.
- **Annual Salary Increase:** All employees are eligible for an annual performance and budget dependent salary increase, typically in the range of 3.335%
- **Cost of Living Allowance (COLA):** The Board of Directors evaluates cost of living adjustments on an annual basis.
- **Healthcare:** WRWC offers a taxable Employee Wellness Stipend- \$155.00 per pay period (\$4,008.00 annually). No wait period.
- **Family Medical Leave Insurance (FAMLI):** WRWC covers the employee portion of the FAMLI payroll premium. FAMLI is a new CO payroll premium that became effective January 1, 2023.
- **Retirement:** Up to \$1,250 annually (after introductory period) cash match for individual qualified IRA contributions.
- **Paid Holidays:** 11 paid holidays (including your birthday)
- **Relocation Housing Stipend:** If the candidate is relocating to the West Region Counties from outside the six-county region for this job, WRWC offers \$300.00 per month for the first six months of employment as a taxable relocation housing stipend.
- **Flexible Time Off Policy:** WRWC offers a Flexible Time Off Policy that permits opportunities for employees to request / take paid time off on an as needed basis with the intent of promoting trust in our employees and a sensible work-life balance. This benefit covers both personal leave and sick leave.
- **Cell Phone Stipend:** Up to \$60/month.
- **Boot, Protective Eyewear & Field Clothing:** \$1,000 for initial outfitting. Subsequent purchases will be made as needed.
- **Physical Training Time:** Up to two hours per week paid time.
- **Mileage Reimbursement:** Reimbursement for work-related mileage on personal vehicles. Reimbursed monthly at the current federal rate for each mile documented.
- **Company Owned Vehicle:** Use of a company owned vehicle for work, in accordance with policies and availability of the vehicle (WRWC currently owns only one vehicle).
- **Position Growth Opportunities:** If job duties increase in complexity or responsibility, salary adjustments are typical and commensurate.
- **Professional Development:** Support, including funding, for needed continued professional development, education and training, as budget and capacity allow.

To Apply

- **Closing Date:** Open Until Filled
- **Application Materials:**
 - Cover Letter describing your experience as it relates to the position, your interest in working for our organization and how you believe your knowledge, skills and professional attributes will make you successful in the position. *Please indicate in your cover letter how you found out about this position.*
 - Resume
 - 3 References including reference name, title, contact information and a brief explanation of your relation to each reference.
 - Please package all application materials into one single PDF.

- *Optional:* You may include **one** highly related work product that showcases an example of your skill sets, experience, etc. as it relates to this position. *This can be a separate attachment or link, etc.*
- **Email:** Lilia Falk, Director of Finance, Agreements and Human Resources at lilia.falk@cowildfire.org.
- **Subject Line:** Forester/Program Coordinator – [Your Last Name]
- **Interview Process:**
 - Candidates who proceed beyond the initial application screening will be offered a preliminary informal interview (held via zoom).
 - Candidates who proceed beyond the preliminary Interview will be offered the opportunity to participate in an in-person interview followed by an informal meet & greet with our team.
 - WRWC may elect to conduct a pre-employment background check prior to final offer.
- **Start Date:** Negotiable, as soon as is mutually possible.

Environmental and Physical Factors

Work is performed primarily in an office setting with some limited vehicle and/or outdoor exposure in all possible weather conditions. While performing the duties of this job the employee is required to stand, sit, walk, talk, talk on the phone, type, participate in on-camera virtual/ hybrid meetings and hear for extended periods of time. Occasionally lifts and carries 50 pounds at least 100 feet. Frequently walks over uneven, rough terrain, carries necessary job equipment and can spend extended amounts of time outdoors in the elements. Utilizes forestry paint and necessary paint spraying tools & solvents. Frequently sits in one position while driving or while in the office or while attending in-person or zoom meetings. In some cases, the position may need to travel large distances during a single day to access some of the remote locations associated with this job. Limited overnight travel is expected. Weekend or evening commitments exist but are not frequent.

WRWC strongly encourages employees to vaccinate (and boost) for COVID-19 as well as other infectious diseases following relevant local, state and federal guidelines.

Equal Employment Opportunity

There shall be no unlawful discrimination or harassment against employees or applications for employment because of race or color, religion or creed, sex or gender, sexual orientation, national origin or ancestry, age, physical or mental disability, military status, genetic information or other protected status. Equal employment opportunity, as required by law, shall apply to all personnel actions including, but not limited to recruitment, hiring, upgrading, promotion, demotion, layoff, or termination.