

Coalition for the Poudre River Watershed  
PO Box 876  
Fort Collins CO 80522  
Tel 970-222-5754  
[www.poudrewatershed.org](http://www.poudrewatershed.org)



The Coalition for the Poudre River Watershed (CPRW) is hiring a **coordinator to help lead & manage our forest health & watershed resiliency programs.** If you are a smart, energetic forestry/wildfire professional that is passionate about keeping the Poudre River watershed resilient and want to share that passion with others, then CPRW has an opportunity for you.

### **About CPRW**

We are a nonprofit dedicated to building a healthy and resilient Cache La Poudre Watershed. Our mission is to improve and maintain the ecological health of the Poudre River watershed through community collaboration. CPRW began as an informal collaborative effort that formed after the High Park Fire in the summer of 2012. In May 2013, CPRW was officially formed and is now a registered 501(c)3 non-profit. By planning, working, and fundraising together, we were able to treat more high priority burn areas in the High Park Fire. CPRW & its stakeholders recently completed a watershed plan for the upper Cache La Poudre watershed that defined & prioritized areas to reduce the negative impacts from high priority threats like wildfires, floods, etc. Since completing the plan, we have been working with our partners & stakeholders to implement critical wildfire risk reduction & forest/watershed resilience projects in high priority areas. Our collaborative was recently recognized by Larimer County with the 2014 & 2017 Larimer County Environmental Stewardship Award.

### **General Job Description**

The coordinator will lead CPRW's continued efforts to analyze, design, & implement forest resiliency projects, wildfire risk reduction, design & lead stakeholder & community outreach, develop monitoring programs, watershed health & resilience, and conduct GIS/spatial analysis work to help prioritize projects and design forest treatments plans. The coordinator will work closely with staff, landowners, agencies, nonprofits, individuals, researchers, & other identified stakeholders to plan, manage implementation of priority projects, facilitate stakeholder meetings, conduct community outreach, & other non-profit program tasks.

We are seeking an individual that shares our values, has a strong forestry background, is an independent worker that is self-motivated, a strategic thinker, well-organized, and enjoys working with people from diverse backgrounds.

This position is a one-year grant-funded position. The position is partially funded through the CDBG-DR Watershed Resilience Pilot Program – Capacity Building. The position may be extended, pending further funding approval. Job start date is expected to be ~Nov 15, 2018.

### **Details**

DEVELOP & MANAGE FOREST HEALTH/WILDFIRE RISK REDUCTION PROJECTS (35%)

- assist with developing strategy & vision for CPRW's forest & fire program.
- coordinate landowners (individual outreach, community meetings, digital marketing, developing service agreements with landowners etc)
- manage CPRW's private landowner forest stewardship program (landowner outreach tools, communications/messaging planning, forest peer to peer program, private forest landowner stewardship program)
- coordinate & engage cooperating agencies (organize meetings, keep track of action items, help set strategy for cooperation)

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- develop appropriate forest management & wildfire hazard mitigation prescriptions to meet treatment goals, property conditions, & project needs
- creating/implementing project plans, managing & overseeing contractors & project budgets;
- preparing contract scopes of work & bid packages
- conducting forest inventories, pre- & post-treatment monitoring, data management/analysis & reporting

#### COMMUNICATIONS & OUTREACH (35%)

- lead CPRW's community outreach & education program with our core partners
- coordinate & lead community workshops/meetings to gather input with goal of engaging private landowners in forest stewardship prioritization & planning
- assist organizing & leading stakeholder committee meetings to (develop content, ensure progress towards milestones, facilitate meetings)
- help with external communications (newsletter, social media, local news articles etc)
- organize & attend community events
- assisting with field trips and education events

#### Research, planning, & analysis (20%)

- analyze and prioritize landscape-scale watershed needs and strategies
- develop metrics for tracking program impact
- analyze and research implementation opportunities based on our watershed resiliency plan
- ensure the organization uses the best available science for its work
- tracks current relevant science to help develop new programs/projects

#### GRANT WRITING & ADMINISTRATION (10%)

- assist with office administration (invoicing, billing, answering inquiries etc)
- assist with grant research & writing
- tracking budgets, contract payments, and grant reimbursements.

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***The ideal candidate will have a combination of strong technical/forest restoration skills and will enjoy working with people, particularly in the context of collaborative processes.***

#### **Minimum Qualifications**

- A Society of American Foresters accredited Bachelor's or Master's degree program option. OR
- a Bachelor's degree in Forestry or a Natural Resources program with strong forestry components, AND 12 months of professional forestry experience, with specific experience in one or more of the following: Forest Ecology, Forest Management, Forest Measurements, Silviculture, Vegetation Dynamics, Wildfire Management/Fuels Mitigation
- A demonstrable understanding of the ecology & restoration techniques for western forests
- Knowledge of wildfires, their ecology, & impacts on watershed functions & ecosystem services

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- Demonstrable ability to independently conduct GIS analysis
- Ability to conduct forest inventories and develop forest treatment plans based on current best practices for the Rocky Mountain region.
- Proficiency with MS Office (Excel, Word, Outlook), databases, & comfortable with technology
- Strong organizational and some project management skills
- Ability to effectively multitask & prioritize tasks
- Comfortable leading & facilitating groups/teams of diverse audiences (technical and non-technical)
- Must enjoy working & communicating with private landowners & other members of the public
- Must have a valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date.
- Must be willing to attain a red card and sawyer certification if not already accredited

### **Preferred Qualifications**

- Graduate degree in forest or wildfire ecology, forest restoration, forestry, or closely related field or a relevant bachelor's with 2-4 years progressively responsible & related forestry experience preferred.
- Knowledge of western United States forest management techniques: forest restoration planning, forestry techniques, forest management planning based on desired future conditions; wildfire hazard mitigation;
- Knowledge of Colorado's native species, natural communities, ecosystems, ecosystem processes and their conservation needs, and, where there may be gaps in this knowledge, interest in and willingness to find, synthesize and apply new information.
- Current valid red card & sawyer certification
- Experience in and/or exposure to writing and implementing forest management plans.
- Experience with forest restoration &/or wildfire fuels reduction projects (project design & layout; contractor management, and contract administration) preferably in the Rocky Mountain West
- Comprehension of basic field forestry skills and equipment.
- Ability to synthesize, interpret and communicate scientific information to influence restoration practice.
- Advanced GIS & spatial planning skills for forest or watershed analysis purposes (spatial analysis, manipulating shapefiles, using ArcMap for development of maps; creating shapefiles from GPS field data; digitizing and editing features in shapefiles & map layers; using GIS/GPS units to collect field data)
- Experience manipulating, analyzing and interpreting ecological and environmental data at multiple spatial scales. Forest and/or fire modeling experience a plus.
- Proficient with the general Microsoft Suite office software products.

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- Experience working with private landowners
- Experience with collaborative processes/groups
- Ability to exhibit confidence and competence in public presentations, and interest in/ability to work directly with the public and landowners.
- Experience participating on teams and ability to work independently.
- Excellent verbal and written communication and interpersonal skills.
- Experience with and commitment to safety, quality, demonstrated excellent customer service ethic and professionalism.
- Ability to manage time and diverse activities under deadlines while delivering quality results
- A proven track record of leading a team to complete projects, including working with sub-contractors on project implementation
- Experience with nonprofits & grant writing

### Working Conditions

This job will require working in an office setting and field setting. Field conditions may include varying and extreme weather conditions, cold, heat, sun exposure, wet weather, potential exposure to irritants such as dust. Field conditions could include steep, unstable terrain, proximity to fast-moving water, proximity to highway traffic, and other typical conditions associated with travel in the foothills of the Poudre Watershed. Work may include working weekends and evenings. Participation in restoration days and other field tasks is expected to include activities such as lifting, bending, stooping, squatting, kneeling, pulling, pushing, and reaching overhead and above shoulders, using tools, using your hands and fingers, walking, standing, and sitting for extended periods of time. Duties will also include driving of employee's personal vehicle (with mileage reimbursement).

Expected start date: ~Nov 15, 2018

Salary range: \$45-52,000/yr, depending on experience

Full-time, exempt (40 hrs/week)

Position reports to the Executive Director

Must have access to a car (mileage reimbursed at federal rate)

### How to Apply:

**Applications due Oct 31, 2018.** Please send a cover letter, resume, & unofficial transcripts to [jenk@poudrewatershed.org](mailto:jenk@poudrewatershed.org). Please include your last name – coordinator into the subject. No phone calls please. Applications may be mailed to Coalition for the Poudre River Watershed, 320 east Vine Dr, ste 121, Fort Collins CO, 80524. *Position open until filled.*

*The Coalition for the Poudre River Watershed is an Equal Opportunity Employer and no otherwise qualified individual shall be subject to discrimination on the basis of race, color, religion or religious affiliation, sex, familial status, age, genetics, disability, or national origin in any phase of employment for this position. Further, the work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701 (Section 3) which states that employment and other economic opportunities generated by HUD assistance shall, to the greatest extent feasible, be directed to low and very low-income persons, particularly persons who are recipients of HUD assistance for housing.*