



Promoting the Wise Use of All Natural Resources

P.O. Box 837
351 7th Street
Meeker, CO 81641
Phone (970) 878-9838

Job Description and Employment Information 2023

JOB TITLE: Program Coordinator (Forestry)

LOCATION: White River and Douglas Creek Conservation District Office - Meeker, Colorado

Position Function: The Program Coordinator reports directly to the White River and Douglas Creek Conservation Districts' (Districts) Executive Director and works closely with the Natural Resource Conservation Service (NRCS), White River National Forest Blanco Ranger District (USFS), Colorado State Forest Service (CSFS), National Forest Foundation (NFF), Bureau of Land Management (BLM), and other partners to facilitate program development, projects and contract management support. The incumbent is responsible for ensuring the development and implementation of forest management projects on private and public lands.

Position Duties and Responsibilities:

Working with partners including private landowners, White River Integrated Water Initiative (Initiative), NRCS, USFS, CSFS, BLM, Rio Blanco County, NFF, Districts, non-profit organizations (NGO), local communities, contractors, and others to move ideas, effectively and efficiently, from concept to implementation of on-the-ground projects:

1. Facilitate conversations and meetings regarding program mission and goals to ensure public support for program and projects.
2. Stay current on State and federal programs related to landowner/managers assistance programs.
3. Meet one-on-one with landowners to identify needs and interest in program participation.
4. Facilitate and develop scopes of work (SOW) for watershed improvement, landscape restoration, fuels reduction, wildlife habitat improvement, and recreation enhancement projects through partnerships.
5. Facilitate the National Environmental Planning Act (NEPA) process where needed.
6. Identify, facilitate, and secure funding opportunities for project implementation and the sustainability of the Forestry Program through partnership development, grant writing, etc.
7. Facilitate the bid/request for proposal process, negotiations, and awarding of multiple contracts for services related to on-the-ground projects.
8. Facilitate planning, development, and implementation of on-the-ground projects.
9. Support activities that reinforce existing collaborations and help build new partnerships.
10. Serve as a point of contact for the forest management activities related to the White River Integrated Water Initiative efforts.
11. Provide monthly report to the Conservation District Boards.
12. Other duties as assigned.

Education and Qualifications:

1. Minimum two years of work experience with conservation programs, project planning, and/or coordinating project implementation, preferably on private and federal lands.
2. Demonstrated successful project planning, coordination, accomplishment, budget tracking, and/or project operations management that involve multiple implementation partners, contractors, contracts for services, and funding sources.

3. Demonstrated success with land and watershed science, policy, and management. Fire science, vegetation management, wildlife conservation, and/or meadow and stream restoration focus is preferred.
4. Demonstrated knowledge of the federal agencies' programs, federal land management practices including special authorities such as the Wyden Act, Good Neighbor Authority (GNA), NRCS Programs, etc.
5. Demonstrated strong communication, interpersonal, organizational, and administrative skills.
6. Demonstrated strong writing skills and public speaking experience.
7. Proficient with general Microsoft suite software application. Demonstrated geospatial programs, basic cartography, and map design skills.
8. Demonstrated technical writing skills – effectively and efficiently writing on topics involving forestry and natural resources (contribution to Forest Management Plans, grant applications, reports, educational/promotional documents, press releases, etc.).
9. Experience with grant writing and/or project proposal development is desired.
10. Preferred associate degree or equivalent experience, in conservation, forestry, planning, range management, environmental science, or related field.

Abilities and Skills:

1. Ability to understand and clearly communicate about forest restoration treatment types and systems, including restoration prescriptions, on-the-ground operations, treatment specifications, guidelines, and desired conditions for a diversity of forest and watershed ecosystem projects.
2. Ability to maintain neutrality when working with people holding differing and sometimes conflicting opinions.
3. Ability and willingness to travel regularly, work in office environment, and maintain a flexible work schedule with participation in weekend and evening events.
4. Ability and comfortable working in outdoor environment (walk on steep/uneven terrain) during all seasons and weather conditions to complete required field work.
5. Ability to work well independently and in a team-oriented environment.
6. Ability to represent the Districts and partners in a clear and professional manner through excellent written and oral communication, and interpersonal skills.
7. Ability to plan and implement projects in an effective, efficient, and organized manner.

Required Job Qualifications:

1. Fluent in speaking and writing English.
2. Able to pass a criminal background check.
3. Hold a valid Colorado driver's license.
4. Able to safely operate a four-wheel-drive vehicle in rural mountain settings on and off-pavement.
5. Ability to operate a ATV/UTV as needed to access project areas.
6. Able to safely use hand tools.

EMPLOYMENT INFORMATION:

- Meetings and events will require work outside of normal hours and occasional overnight travel is required.
- Compensation – \$45,000 - \$60,000 based on experience and aptitude.
- Benefits Summary:
 - Paid Holidays
 - Annual and Sick Leave
 - Medical, Vision, and Dental Insurance
- Relocation incentives are not offered.
- Performance Evaluation: Three-month, six month, and one year probationary period evaluations will be assessed by the Executive Director. Thereafter, an annual performance evaluation and review will be completed. Evaluations will be based on the current job description, attitude, self-motivation, and performance.

- Termination of Employment - Employment is "at will" and may be terminated at any time by either party with or without cause. However, a courtesy expectation of 10 working days' notice by either party is expected for termination of employment.

APPLICATION PROCEDURE:

- Application Package
 - Cover Letter
 - Resume
 - One to two-page writing sample to demonstrate technical writing skills by writing on a topic involving forestry and/or natural resources.
 - Three References

Send application package to Callie Scritchfield at callie.districts@gmail.com. Position will be open until filled. Call Callie at 970-878-9838 with any questions.