

Grand County Wildfire Council Mitigation Specialist/ Program Manager Job Posting



General Information

The Grand County Wildfire Council (GCWC) is recruiting for an energetic, creative, and well-organized Mitigation Specialist/ Program Manager to manage mitigation programs and provide technical expertise in our nonprofit organization. This position is also supported by funding from the Grand Fire District (GFD) and is considered a joint employee between GFD and GCWC.

Position Title: Mitigation Specialist/ Program Manager

Position Type: Full-Time Staff or Contractor (40hrs/ week)

Location: Grand County, CO

Reports to: Grand County Wildfire Council Executive Director

Hiring Range: \$60,000-\$65,000, salaried-exempt.

Benefits: Full-time staff qualify for medical, dental, vision, and life insurance, the employee assistance program, paid time off, and retirement benefits.

To Apply: Please send your cover letter and resume to bewildfireready@gmail.com. This position will be open until filled.

Grand County Wildfire Council (GCWC) is a non-profit, community-based education and mitigation program for the residents and visitors of Grand County, Colorado. Our group consists of members from local, state, and federal government agencies, our local fire departments, homeowner groups, local businesses, and concerned citizens. Through collaboration, education, and action, our mission is to engage in wildfire prevention, preparedness, mitigation, and survival.

Come work and live in the beautiful Rocky Mountains! An outdoors person's paradise, we are close to incredible downhill and cross country skiing, snowboarding, snowmobiling, fishing, hiking, hunting, and other amazing outdoor recreational activities, and within a short drive of the west side of Rocky Mountain National Park.

Position Description

The Mitigation Specialist/ Program Manager provides administration, planning, and direction on the following Wildfire Council programs under the direction of the Executive Director.

This position will understand and explain wildfire related issues to the community, including developing educational material and presentations, presenting to the community on wildfire issues such as Fire Adapted Communities, Firewise USA™, and neighborhood workshops, and coordinating the Ambassador Program in Grand County on behalf of GCWC. This position will help with organizing information through our website and social media. This position coordinates mitigation planning efforts by working with communities and fire departments to encourage the development of parcel-level wildfire risk assessments, community assessments, and/or Community Wildfire Protection Plan projects while facilitating and completing fieldwork. This work will include coordinating site visits and homeowner wildfire risk assessments, the cost share program, fuels reduction projects, and other incentive or mitigation projects, within the parameters and reporting requirements of the allocated funding. Participation and coordination with many different local, state, regional, and federal partners is required.

PO Box 338
60500 US Highway 40
Granby, Colorado 80446
970-627-7121
BeWildfireReady@gmail.com
www.BeWildfireReady.org

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Requirements:

- College degree in a related field, or 2 years of experience in wildfire education and mitigation or natural resource management is required.
- Experience with project coordination is required.
- Experience working with volunteers is preferred.
- Coalition building experience around community issues is preferred.
- Strong organizational skills; ability to handle multiple priorities and deadlines is required.
- Excellent written and verbal communication skills required, and experience with public speaking and working with the media is preferred.
- Excellent computer skills and experience with Microsoft Office programs is required.
- Experience working with many different agencies and partners around a public issue is preferred.
- Experience with event planning is preferred.
- Grant writing and fundraising experience is preferred.
- Willingness to work some evenings, weekends and holidays is required.

Non-Discrimination Policy:

Wildfire Adapted Partnership shall not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, or marital status, in any of its activities or operations. These activities include, but are not limited to, employee hiring, and employment practices; selection and management of volunteers, vendors and contractors; and dealings with the general public.