



## **Fire Adapted Landscape Coordinator Job Description**

**Reports to:** Conservation Program Manager

**Employment Status:** At Will Employee

**Starting Pay:** Step 3 on Senior Conservationist Pay Scale

**Work Location:** District Office in Eugene, Oregon, Hybrid

**Eligible for Overtime Pay:** No, this is an exempt position. However, per District policy, overtime is eligible for compensatory time if pre-approved.

**FTE:** 1.0

*The District's work will only be successful if we can truly partner with all facets of the community, engage with respect, authentically listen, and have the courage to share decision-making, control, and resources with others. The District is committed to continuously evaluating and updating our programs to better serve people and communities of color. In recognition of the need to address unconscious bias, remove cultural barriers in our programs, and eliminate disparities in our work, the District's Board of Directors is working toward a vision for racial equity, the need for it, and how the District will hold itself accountable.*

*This position supports diversity, equity, and inclusion by incorporating the principles of equity and inclusion in all job aspects and participating in provided, self-directed, or self-initiated diversity, equity, and inclusion training.*

### **General Position Summary**

The UWSWCD is seeking a Fire Adapted Landscape Coordinator whose role is to engage with a range of organizational, agency and Tribal partners to facilitate the sharing of information, coordination of regional efforts, and supporting or leading collaborative planning processes. This is a new District position that was developed in response to input from regional stakeholders who share interests in forest health and resilience, fire-adapted landscapes, conservation workforce development, restoration forestry and other related topics. The Coordinator will be responsible for maintaining a working knowledge of regional fire adapted landscape initiatives and programs by attending and facilitating meetings, curating and disseminating pertinent information to ensure continuous communication among partners, and building relationships with current and prospective partners. The Coordinator will also support or lead the writing of grant proposals to advance regional efforts and serve as an internal advisor for District grant funding processes related to their knowledge area. Strong written and verbal communication skills, experience facilitating collaborative processes with diverse partners, the ability to build and sustain trusting relationships, and a working knowledge of regional conservation issues relating to forest health and resilience are essential for this position.



## **Essential Functions:**

### ***Administrative (60%)***

1. Build and maintain working relationships with a wide range of nonprofit, Tribal, local, state and federal agencies, and private sector partners to assess shared priorities and advance common goals.
2. Attend meetings of local and regional partnership networks focused on forest health and fire adapted landscapes and serve as a conduit for sharing information and updates across networks.
3. Facilitate the development of collaborative projects and partnerships, including hosting and facilitating planning sessions and developing grant proposals to secure resources for regional project implementation. In conjunction with the Upper Willamette Stewardship Network.
4. Maintain a working knowledge of existing regional conservation plans and geospatial assessments related to forestry and fire-adapted landscapes and identify opportunities to increase mutual awareness of such plans among partners.
5. Assist with District strategic planning concerning forest health and resilience and serve as an internal advisor to District conservation program and grant staff.

### ***Conservation Planning, Project Design, and Management (30%)***

6. Participate with partners and other stakeholders in significant regional conservation initiatives to facilitate project development and evaluation.
7. Solicit and recommend consultants and contractors for project development and evaluation as needed.
8. Prepare and submit all reports to fulfill grant or other agreements, contracts, and other obligations to various local, state, and federal agencies.
9. Conduct site visits to regional conservation project sites to develop a working knowledge of existing regional conservation projects related to forestry and fire-adapted landscapes and identify mutual awareness of such projects among partners.
10. Support or lead outreach and communication efforts to advance public awareness of issues related to fire adapted landscapes.

### ***Organizational Support (5%)***

11. Attend and participate in Staff and Board meetings and other events as designated; provide weekly and monthly staff reports and timesheets.
12. Support District planning processes as needed, including annual budget input, annual work plan, and District Strategic plan.
13. Work as a team member with peers to represent and advance the District's vision, mission, organizational values, and strategic goals; assist team members as needed.
14. Support district outreach to historically underrepresented communities to assure broad representation and input from a diversity of community participants.
15. Represent the District at partner meetings, events, and conferences as schedules permit.
16. Participate in District Committee meetings and membership as appropriate and schedules permit.
17. Non-discrimination: Deliver and ensure all services are provided without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status.



Perform all job duties in a manner that consistently demonstrates fairness, cooperation, and respect for coworkers, office visitors, landowners, and all others in the performance of official business.

18. Perform other duties as assigned.

### ***Professional Development (5%)***

19. Pursue professional development opportunities related to core competencies and content expertise for this position.

20. Participate in Diversity, Equity & Inclusion Trainings.

### **Working Conditions and Physical Demands:**

- This position involves a mix of indoor office and outdoor work, as well as conducting site visits to private properties. Office work includes long periods of computer use sitting at a desk or standing at a table. Outdoor work includes using a motor vehicle and may require walking long distances across sloped, uneven terrain. Landscapes include but are not limited to agricultural fields, hills, wetlands, and rivers and streams. Sites may have dense vegetation or woodlands and other areas with steep, slippery, muddy, or other hazardous terrain. Appropriate footwear and attire shall be worn for these occasions. The Regional Forest Partnerships Coordinator may need to carry equipment and supplies in the field, exercise discretion to determine condition safety whenever possible, and observe safety protocols to protect themselves and others from injury.
- This position requires travel to conferences, meetings, training sessions, and workshops during the daytime and evenings outside the office. Travel may occur outside the workday and may require multiple overnight stays.
- To perform the duties of this position, the Coordinator must serve as an incidental motor vehicle operator. This requires operating a motor vehicle on public and private roads during daylight hours and occasionally after dark, including in inclement weather. A valid driver's license and current insurance are required. The District has two vehicles that can be used to fulfill job duties.

### **Supervisory Responsibility**

The position is not responsible for any supervisory functions or responsibilities. However, it may occasionally require managing outside contractors and orienting and training new employees.

### **Minimum Qualifications**

- Ability to effectively plan, facilitate, and perform necessary follow-ups from collaborative meetings.
- Experience facilitating collaborative planning and implementation processes, particularly related to natural resources and conservation.
- Knowledge of the roles of SWCDs, watershed councils, conservation organizations, natural resource agencies, and community organizations is highly desired.
- All district staff must be committed to Diversity, Equity, and Inclusion principles.



- Experience in writing grants to implement local or regional conservation projects, including state, federal and private foundation grants.
- Experience in project development, budgeting and management.
- Professional and / or academic experience with conservation-related forest health and resilience issues, including prescribed and ecocultural fire, oak and prairie habitat, fire ecology, restoration forestry, community wildfire protection planning, and habitat restoration.
- Excellent interpersonal communication skills, sense of diplomacy, and cultural sensitivity.
- Two years of experience in facilitating collaborative planning and development processes.
- The best-qualified individuals for this job will have obtained a bachelor's and / or graduate degree in natural resource management, fire ecology, forest ecosystems, environmental science, or another related degree. (Or otherwise have significant working experience in the above fields).
- Must have a valid Oregon driver's license, and willingness to work early mornings, evenings, and weekends occasionally is desired.
- Any combination of education and experience that prepares the applicant to perform the duties and responsibilities of the position will be considered.
- Knowledge of local and regional resource concerns is a benefit.
- Experience working with Tribes and Indigenous communities is a benefit.
- Ability to listen, work collaboratively within a "team" framework, network, and establish and maintain good working relationships.
- Knowledge of and experience with field data collection tools and apps such as ArcGIS Field maps.
- Knowledge of and experience with ArcGIS pro online and desktop or other map creation software tools.

*The UWSWCD strives to create an inclusive environment that welcomes and values the diversity of the people we serve. We foster fairness, equity, and inclusion to create a workplace environment where everyone is treated with respect and dignity. Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification listed. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. We encourage you to apply for open positions, even if you don't meet every qualification listed. If you are unsure whether you meet the qualifications required for an open position, please feel free to contact us to discuss your application.*