



JOB ANNOUNCEMENT
Community Wildfire Resilience Specialist, Full-time

COMPENSATION AND BENEFITS <ul style="list-style-type: none">• Annual Salary Range: \$54,400 – \$73,000• 13.5 Paid Holidays, Annual Leave, and Sick Leave• Medical and Dental Insurance• Simple IRA Retirement Plan	SCHEDULE <ul style="list-style-type: none">• 40 hours per week• Primary office hours Monday to Friday 8:00 am to 4:30 pm, with flexibility• Occasional evening and weekend commitments
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The Whatcom Conservation District is looking for an experienced and enthusiastic natural resource management professional to serve in the role of Community Wildfire Resilience Specialist. The Community Wildfire Resilience Specialist (Specialist) position coordinates a regional community wildfire resilience program across Whatcom and Skagit Counties in close collaboration with other wildfire and natural resource management agencies and organizations. The Specialist coordinates outreach, education, and technical assistance to landowners, communities, and partners on topics of community wildfire resilience and wildfire risk reduction.

The Specialist position involves multi-faceted duties that require leadership, collaboration and problem solving, an elevated level of motivation, versatility and independence, and dedication to supporting climate resilience in Western Washington. The individual holding this position works in partnership with landowners and land managers and other partners to address client goals while also addressing the District’s natural resource management priorities. To do this, the Specialist manages a busy workload, by directing and overseeing the workflow of the Community Wildfire Resilience Technician. Workload includes: coordinating outreach and education opportunities, wildfire risk assessments with new clients, planning follow-up visits, working closely with communities for Firewise USA certification, and facilitating other technical and financial assistance services.

Additional responsibilities include program coordination, budget and performance data tracking; preparing and maintaining accurate, detailed, and professional reports and records; cross-team program/project coordination and cross-agency collaboration; technical resources development; Program funding development, and program marketing and outreach, including presentations at tours, outreach events, and educational classes. Specialist will also have close participation in county level planning on wildfire adaptation including development and revision of Natural Hazard Mitigation Plan (NHMP) and Community Wildfire Protection Plan (CWPP).

Ideal candidates for the position have strong forest and other natural resource management knowledge and experience combined with a passion for helping private land managers plan and implement practices to meet their land stewardship goals. They also demonstrate responsiveness to community needs through the development of public/private partnerships; possess strong written and verbal communication skills; easily and meaningfully engage others; embrace diversity; work to achieve equity; and collaborate across internal and external teams to achieve goals and objectives.

The anticipated start date for the position is February 15th, 2024. The position is funded through grants and contracts and is subject to the “employee at will doctrine”

This announcement will remain open until the position is filled. Initial pull of applications for consideration will be January 8, 2024

JOB DUTIES

Community Wildfire Resilience Coordination

Partnerships (30%)

- Maintain partnerships with local, state, and federal partners to ensure coordinated efforts
- Partner with District Forester Stewardship Specialist on forest health assessments and outreach projects
- Participate in county level planning on wildfire adaptation including development and revision of Natural Hazard Mitigation Plan (NHMP) and Community Wildfire Protection Plan (CWPP)
- Participate as a member of the Washington Fire Adapted Communities Learning Network (WAFAC)
- Participate in National Fire Adapted Communities Learning Network (FACNET) activities/learning groups

Capacity Building/Management (30%)

- Manage projects and contracts and prepare reports
- Coordinate the workflow of the Community Wildfire Resilience Technician
- Contribute to development of program funding proposals
- Mentor other staff at Whatcom CD and other conservation districts and assist other conservation districts on developing Firewise and FAC programs

Technical Assistance (20%)

- Provide individual wildfire risk assessments to private landowners and community-scale wildfire risk assessments for neighborhoods
- Coordinate with communities on wildfire planning efforts and participation in the Firewise USA Program
- Develop and present on wildfire risk and preparedness to communities and partnering organizations

- Develop community fuels reduction projects
- Manage a database tracking all incoming risk assessment requests and projects
- Use ArcGIS Online to create web maps
- Coordinate other staff on program-related activities

Communication (20%)

- Design outreach and reporting materials including social media posts, newsletter articles, and website content
- Provide information to the media on wildfire risk and preparedness
- Promote Wildfire Awareness Month in May with County officials and partners
- Support District activities at public outreach events, such as Annual Native Plant Sale, Whatcom Farm Expo, tours, workshops, fairs, and festivals

The job duties listed above are examples and illustrations of the various types of work performed by the position. The omission of specific job duty statements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS

Resource Specialist - Band C1

- Desire a Bachelor's degree from a regionally accredited institution in the Natural Resource Sciences, Environmental Studies, Forestry or a closely related field of study with 2 years of professional experience directly related to the duties of the position.

Will accept a 2-year technical degree with 4 years of professional experience, 2 of the 4 years directly related to the duties of the position.

Will accept individuals without a degree and 6 years of professional experience with 3 of the 6 years directly related to the duties of the position.

A master's degree with a concentration in Natural Resource Sciences, Environmental Studies, Education or a closely related field of study may be substituted for one year of experience.

- Currently hold or can obtain a valid Washington State Driver License

ADDITIONAL QUALIFICATIONS

- Working knowledge of natural resource management priorities in the Puget Sound region
- Working knowledge of NFPA Home Ignition Zone (HIZ) wildfire risk assessment process
- Working knowledge of the NFPA Firewise/USA Program
- Working knowledge of fuel mitigation and related forest health project design and management

- Understanding of tools used to prioritize high wildfire risk areas are in Whatcom and Skagit Counties and organize Program work in those areas
- Experience speaking in public and presenting in workshop settings
- Working knowledge of Puget lowland native plants and their application to fire-resistance landscaping strategies
- Demonstrated experience using Microsoft Office suite programs and email applications

DESIRABLE SKILLS AND EXPERIENCE

- Demonstrated ability to motivate individuals to adopt and implement resource management practices
- Demonstrated ability to build effective partnerships
- Experience engaging with media
- Experience developing and delivering trainings and workshops
- Working knowledge of ArcGIS
- Knowledge of the conservation district system and local, state and federal partners
- Experience bringing together diverse partners and stakeholders

ESSENTIAL JOB FUNCTIONS

- Work under tight deadlines and manage conflicting demands while successfully operating in a dynamic work environment with minimal direction from supervisor
- Share a vision and passion for natural resource management and conservation practices with diverse populations, using educational concepts and values along with persuasive skills
- Communicate in a clear and confident style
- Collaborate with staff, interns, private landowners, communities, and other customers and stakeholders to produce high quality, cost-effective work products
- Present program information in public settings and meetings; prepare professional and informative written documents and reports
- Track work progress, prepare and record program/project data, maintain thorough and organized records
- Travel to various locations throughout Puget Sound region and occasionally throughout the state
- Occasionally work weekend and weekday evenings events
- Apply appropriate safety practices in the field and in the office
- Perform physical work in all weather conditions, routinely work on rough or uneven terrain, periodically work around large livestock
- Lift up to 40 pounds

WORKING CONDITIONS

This position involves office work and field work throughout all seasons. The position will have an assigned desk, telephone, and computer at the Whatcom CD office. The Whatcom CD office is the primary work station for this position, and is a smoke-free and drug-free environment. The position involves computer work which may include long periods sitting, typing and reading from a computer screen. Travel to offices of partner organizations and agencies may be required. Availability for evening and weekend work and overtime hours may be required of this position as is occasional overnight travel to attend meetings.

APPLICATION PROCESS

Submit a cover letter describing availability, interest and qualifications for the position, a current resume, and three professional references, including name, affiliation, address, and phone number. [Submit all materials as PDF via this application portal.](https://app.smartsheet.com/b/form/70a46e0255564595a1378ce4c442b219) (Full application portal address is <https://app.smartsheet.com/b/form/70a46e0255564595a1378ce4c442b219>)

Application Deadline: January 8, 2024 *(first pull date)*

Interviews: Week of January 22, 2024

Anticipated Start date: February 15, 2024

POSITION CONTACT

Aneka Sweeney, Education & Outreach Manager

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To learn more about Whatcom Conservation District visit www.whatcomcd.org

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