



**JOB ANNOUNCEMENT**  
**Wildfire Resilience Specialist, Full-time**

<p><b>COMPENSATION AND BENEFITS</b></p> <ul style="list-style-type: none"> <li>• Annual Salary Range: \$49,321 - \$66,095</li> <li>• 13.5 Paid Holidays, Annual Leave, and Sick Leave</li> <li>• Medical and Dental Insurance</li> <li>• Simple IRA Retirement Plan</li> </ul>	<p><b>SCHEDULE</b></p> <ul style="list-style-type: none"> <li>• 40 hours per week</li> <li>• Primary office hours Monday to Friday 8:00 am to 4:30 pm, with flexibility</li> <li>• Occasional evening and weekend commitments</li> </ul>
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The Whatcom Conservation District (WCD) is looking for an experienced and enthusiastic natural resource management professional to coordinate a regional community wildfire resilience program across Whatcom and Skagit Counties, as well as support the Outreach & Education teams at Whatcom and Skagit Conservation Districts. The Wildfire Resilience Specialist provides wildfire risk reduction outreach, education, and technical assistance to landowners, communities, and partners on topics of community wildfire resilience and water conservation, and builds and maintains partnerships with other wildfire and natural resource management agencies and organizations. Other duties include assisting with a residential water conservation program, participating in general District community engagement events, and publishing Skagit Conservation District’s eNews and Annual Newsletter. There is opportunity for growth in this position to build new partnerships and develop new funding proposals that will support expansion of the program and associated projects.

The ideal candidate will have exceptional organizational, communication, and people skills to build trust and empower residents to better understand wildfire risk and take associated actions, is conversant in the latest science and research on wildfire risk for western Washington, and possesses an understanding of natural resource conservation science and concerns applicable to the Salish Sea regions.

The anticipated start date for the position is September 15th, 2022. 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 July 31, 2022.

## **JOB DUTIES AND RESPONSIBILITIES :**

(80% FTE): 50% FTE Whatcom CD, 30% FTE Skagit CD

**Coordinate a regional community wildfire resilience program across Whatcom & Skagit Counties.**

### Technical assistance

- Provide individual wildfire risk assessments to private landowners and community-scale wildfire risk assessments for neighborhoods
- Assist communities with 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 program assistance from other staff

### Communication

- 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

### Partnerships

- Maintain partnerships with local, state, and federal partners to ensure coordinated efforts
- Partner with District forester on forest health assessments, outreach projects
- Participate in county level planning on wildfire adaptation including Natural Hazard Mitigation Plan (NHMP) and Community Wildfire Protection Plan (CWWP) development and revisions
- 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

- Manage projects and contracts and prepare reports

- Contribute to development of program funding proposals

(10% FTE) – Whatcom CD

**Assistance and support of other District outreach and education programs**

- Assist the Whatcom Water Alliance residential water-use conservation program
- Assist outreach staff with print and social media content development and posting
- Participate in community outreach events

(10% FTE) – Skagit CD

**Assistance and support of other District outreach and education programs**

- Develop annual newsletter publication
- Develop quarterly eNews publications
- Participate in community outreach events and other duties as assigned

*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**

The following are the minimum qualifications for this position.

*Resource Specialist - Band C1, Non-Coordinating*

- *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 1 year of professional experience in Natural Resource management.*

*Will accept a 2-year technical degree with 2 years of experience, 1 of the 2 years directly related to the duties of the position.*

*Will accept individuals without a degree and 4 year of experience with 2 of the 4 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**

The following are additional position requirements.

- Knowledge of NFPA Home Ignition Zone (HIZ) wildfire risk assessment process
- Knowledge of the NFPA Firewise/USA Program
- Working knowledge of fuel mitigation and related forest health project design and management
- Experience speaking in public and presenting in workshop settings
- Knowledge of lowland native plants of Western Washington and their fire-resistance
- Working knowledge of natural resource management priorities in the Salish Sea region
- Demonstrated experience using Microsoft Office suite programs and email applications

## **DESIRABLE SKILLS AND EXPERIENCE**

The following are additional desired skills and experienced for success in this position.

- Demonstrated ability to motivate individuals to adopt and implement resource management practices
- Able to build effective partnerships
- Experience using graphic design tools such as Canva, Adobe Illustrator, or other software
- 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**

- Understand where the higher wildfire risk areas are in Whatcom and Skagit County and make an effort to prioritize work in those areas
- 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 Salish Sea region and occasionally throughout the state
- Work occasional weekend and weekday evenings as needed
- Apply appropriate safety practices in the field and in the office
- Perform physical work in all weather conditions and sometimes work on rough and potentially dangerous terrain
- Lift up to 40 pounds

### **WORKING CONDITIONS**

This position involves office work and field work. The majority of the field work occurs Spring – Fall; however it can occur 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. Skagit CD also has a work space, meeting room and access to copier and equipment when working in Skagit County. 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**

Application Deadline: July 31, 2022

Interviews: Week of August 15, 2022

Anticipated Start date: September 15, 2022

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.](#)

Full application portal address here:

<https://app.smartsheet.com/b/form/14e08854cbc841d09d1f18e42e4ac809>

### **POSITION CONTACT**

Aneka Sweeney, Education & Outreach Coordinator

Email: [asweeney@whatcomcd.org](mailto:asweeney@whatcomcd.org) Phone: (360) 526-2381 x103

Whatcom Conservation District, 6975 Hannegan Road, Lynden, WA 98264

To learn more about Whatcom Conservation District visit [www.whatcomcd.org](http://www.whatcomcd.org)

*Whatcom Conservation District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, sexual orientation, physical or mental disability, military, genetic information, ancestry, marital status, age, citizenship or any other basis prohibited by law in any of its policies or programs.*