

POSITION: Fire Mitigation and Recovery Program Manager

The Coalition for the Poudre River Watershed (CPRW) is hiring a **program manager to help manage and coordinate CPRW's growing post-fire mitigation work related to the Cameron Peak Fire.** If you are a smart, energetic watershed/wildfire professional that is passionate about keeping the Poudre River watershed resilient and want to share that passion with others, then CPRW has an opportunity for you.

CPRW is a nonprofit dedicated to building a healthy and resilient Cache La Poudre Watershed. Our mission is to improve and maintain the ecological health of the Poudre River watershed through community collaboration. CPRW began as an informal collaborative effort that formed after the High Park Fire in the summer of 2012. In May 2013, CPRW was officially formed and is now a registered 501(c)3 non-profit. By planning, working, and fundraising together, we were able to treat more high priority burn areas in the High Park Fire. CPRW & its stakeholders recently completed a watershed plan for the upper Cache La Poudre watershed that defined & prioritized areas to reduce the negative impacts from high priority threats like wildfires, floods, etc. Since completing the plan, we have been working with our partners & stakeholders to implement critical wildfire risk reduction & forest/watershed resilience projects in high priority areas. Currently, our focus is on mitigation work related to the Cameron Peak Fire.

In the aftermath of the Cameron Peak Fire, a multi-stakeholder group came together to plan and coordinate recovery needs from the wildfire. The Larimer County Recovery Collaborative consists of representatives from Larimer County, US Forest Service, municipal water providers, other state and federal agencies, and local nonprofits. CPRW is helping to coordinate the watershed recovery sub-committee within the collaborative.

The Emergency Watershed Protection (EWP) program is a federal grant program administered by the Natural Resource Conservation Services and is a core funding tool that pays for exigent post fire recovery needs, primarily on private land. The EWP is a time-sensitive emergency program with specific program and reporting requirements. The City of Greeley is an EWP sponsor and leads EWP efforts to protect water quality and water supply from post-fire impacts. Other sources of funding support this position and post fire work including funding from local municipalities, state agencies, and philanthropic sources.

GENERAL JOB DESCRIPTION:

The Program Manager will help lead CPRW's efforts to improve watershed health and resilience by coordinating stakeholders and managing projects related to fire mitigation and recovery on the Cameron Peak Fire. The program manager will lead the oversight, coordination, and management of post-wildfire related EWP projects and other wildfire mitigation and restoration projects and tasks on public and private lands. These projects will include a variety of hillslope stabilization projects to decrease erosion and sedimentation including aerial and mechanical mulching, installation of wattles, seeding, tree felling, etc. While this position will be employed by CPRW, it will be funded and co-directed by the cities of Greeley and Fort Collins ("Cities").

The Program Manager will procure, oversee, and coordinate contractors, ensure the cities completion of EWP and other contract requirements, and coordinate and help implement field verification

(mulching locations, coverage monitoring, and other specifications). This position will also be responsible for working with the United States Forest Service to acquire project permissions and will work with private landowners to implement projects on private land. This position will ensure that EWP and other post fire milestones are met and will manage/adhere to project budgets. The Program Manager will work closely with CPRW staff, the Cities, agencies, project design teams, researchers, landowners & other identified stakeholders to manage implementation of priority projects. The program manager will also help coordinate staff to ensure individual project implementation occurs on schedule.

We are seeking an individual that shares our values, is good at managing multiple people and projects, an independent worker that is self-motivated, well-organized, strong logistics planning, and enjoys working with people from diverse backgrounds. The ideal candidate will also have a strong watershed/hydrology/ or similar background. This position also requires strong GIS skills to ground truth mitigation project sites and guide contractors to appropriate sites.

This position is a two-year position. The position may be extended, pending further funding approval. Job start date is expected to be ~May 25, 2021.

EDUCATION AND EXPERIENCE REQUIRED:

Bachelor's degree in watershed science, hydrology, geomorphology, environmental engineering, or closely related field. Technical background preferred. Strenuous field work will be required. Work on weekends will also be required, particularly during the field season.

A minimum of 5 plus years' experience in project/program management is required. Must have demonstrable leadership and management experience in a professional setting. A strong working knowledge of Colorado water, water resources hydrology, and water projects is a plus.

SKILLS AND COMPETENCIES:

In addition to the educational and experience requirements, the following skills are essential to the job:

- Highly independent manager with sound judgement
- Excellent verbal and written communication skills with ability to communicate succinctly, effectively, and professionally.
- Ability to work collaboratively with professionals, the public, other organizations and government agencies and oversee work of others.
- Ability to oversee projects from inception to completion coordinating both internal and external efforts.
- Basic GIS and related technology skills
- Adept at coordinating complex field logistics
- Extremely strong project management and team coordination skills
- Teamwork, organization, and leadership skills. Able to work collaboratively with watershed stakeholders and other entities on complex post-fire issues.
- Ability to successfully oversee and achieve multiple projects while prioritizing a complex and varied workload.
- Ability to manage complex project logistics to keep projects meeting milestones
- Ability to manage tight timelines for project deliverables

- 1 – 3 years of professional work that includes managing environmental permitting
- Must possess advanced computer skills, including Microsoft Suite and GIS.

PREFERRED SKILLS:

- Demonstrable knowledge of post fire hydrology/geomorphology and post fire mitigation techniques
- 3 years' experience grant writing and grant management and understanding of Federal and State grant compliance.
- Data management competency.
- >3 years of professional experience that includes environmental permitting processes
- Knowledge of Colorado hydrology, water administration, and law.

THE PROGRAM MANAGER IS ACCOUNTABLE FOR:

Managing Emergency Watershed Protection program work (40%)

- Coordinating EWP project implementation and monitoring among partners and contractors
- Establishing mapping polygons for setting treatment locations, verifying model outputs, and verifying treatment applications
- Participating in and coordinating partners to conduct field verification program
- Developing field safety and communications plans
- Meeting EWP reporting requirements
- Acquiring and overseeing any environmental and other permits
- Working with USFS to obtain permission approval for projects on federal lands
- Coordinating project implementation with USFS on forest service lands

Coordinating Other Post Fire Restoration work (20%)

- Help coordinate nonprofit partners working on post fire restoration on private lands
- Help coordinate post fire volunteer projects on private lands with staff or non-profit partners.
- Works with contractors and design teams to develop additional post fire restoration project to complement on-going EWP and other post fire restoration work

Stakeholder and partner coordination (20%)

- Leading coordination of regular Cameron Peak Fire recovery sub com meetings (setting agendas, meeting notes, action items, etc)
- Attending Larimer County Recovery Collaborative meetings to update partners on watershed.
- Help manage shared data across recover partners.

Fundraising and Fund Management (15%)

- Develop and manages EWP and other relevant post fire project budgets.
- Manages and oversees all relevant post fire grant invoicing and reporting.
- Seeks additional grant or other funding as needed to ensure holistic and successful projects are completed.

Community Outreach (5%)

- Help organize and attend community meetings to keep the public and private landowners informed on post fire work
- Help provide content for CPRW e-newsletter, social media, website regarding

Working Conditions

This job will require working in an office setting and field setting. Field conditions may include varying and extreme weather conditions, cold, heat, sun exposure, wet weather, potential exposure to irritants such as dust. Work may include occasional weekend and evening hours. Duties will also include driving of employee's personal vehicle (with mileage reimbursement). Local candidates preferred.

Expected start date: May 25, 2021

Salary range: \$53,000 – 65,000/yr, depending on experience

Full-time (40hrs/week)

Position reports to the Executive Director

Access to a car required (mileage reimbursed at federal rate)

How to Apply:

Applications due close of business May 15, 2021. Please send a cover letter, resume, & 3 references to jenk@poudrewatershed.org. Please include your last name – Post Fire Project Manager. position into the subject. **No phone calls please.** Applications may be mailed to Coalition for the Poudre River Watershed, 320 east Vine Dr, ste 317, Fort Collins CO, 80524. *Position open until filled.*

The Coalition for the Poudre River Watershed is an Equal Opportunity Employer and no otherwise qualified individual shall be subject to discrimination on the basis of race, color, religion or religious affiliation, sex, familial status, age, genetics, disability, or national origin in any phase of employment for this position.