



POSITION ANNOUNCEMENT

Community Navigator Program Director

Pay range: \$45.00 - \$50.00 per hour / 40 hours per week (\$93,600 – \$104,000 annual salary equivalent)

Open until filled.

Work Location: Within the United States. This is a remote work opportunity; however, office space is available every day in Denver, Colorado if the incumbent is in Colorado. This position will require travel.

At [Coalitions & Collaboratives](#), we offer meaningful and impactful work and the following benefits:

- Ten (10) paid holidays per year plus vacation and sick leave
- Company match to simple IRA
- Company match to health insurance
- Flexible work schedule and remote work options
- Career advancement and professional development opportunities

OVERVIEW

The Community Navigator Director will support the development and delivery of a new program that Coalitions and Collaboratives is leading in partnership with local, regional, and national partners. The work will focus on working across the country with communities in fire-prone ecosystems (especially those communities that have traditionally been underserved, such as rural communities, tribes, and communities of color) to advance wildfire mitigation efforts, strengthen community resilience, adapt to extreme climate change, and improve the relationships and resource delivery by and between communities, the USDA Forest Service, and other Federal agencies.

The main focus areas for the Community Navigator Program (CNP) will be forest health, wildfire, post-fire recovery, community resilience, climate adaptation, and fire adaptation.

The CNP will provide vital support to communities when and where they need it most. This partnership-driven approach will enhance the effectiveness and sustainability of all our efforts, promoting inclusive and equitable resources to all people.

COCO is seeking an individual who is passionate about equitable collaborative conservation. The successful applicant will possess in-depth knowledge of federal grants management and compliance, sub-award administration procedures, and general accounting principles, along with excellent organizational and interpersonal skills. Strong verbal and written communication skills are a must, as is experience in providing exceptional customer service in a fast-paced environment. Additionally, the ability to meet deadlines, prioritize work, exercise sound judgment and discretion, and respond to diverse interests under pressure is essential.

RESPONSIBILITIES

The CNP Director, in partnership with a CNP steering committee and COCO leadership, is responsible for designing, planning, implementing, and evaluating the CNP. The CNP Director ensures the program is delivered on time, within budget, and according to quality standards.

Leadership skills and the ability to build, manage and motivate a diverse team are essential for the CNP Director. It is essential that the CNP Director possess project management skills and experience developing, managing, and controlling timelines, budgets, and schedules for projects. A goal of the CNP Director will be to align programs with COCO organizational goals and objectives to measure and evaluate program results. The CNP Director must be an excellent communicator and must be able to work collaboratively with the COCO team and stakeholders

Program Development & Management (approximately 80% of the time)

Program Development and Design

- Works in partnership with COCO and external stakeholders to design a comprehensive program as described above.
- Develops long-range goals, objectives, priorities, and recommendations.
- Builds the CNP team, providing management level staff supervision and guidance.
- Conducts needs assessments to identify knowledge, skills, behaviors, and competencies required in designing the CNP, selecting or designing curriculum to meet customer needs.
- Monitors various and complex CNP projects and programs to ensure maximum effectiveness and compliance.
- Acts as COCO liaison for programs and services with outside agencies, funders, partners, and community leaders.
- Communicates program information internally, consulting and advising within an area of expertise.
- Develops training, tools, and resources to support Community Navigators across the country.
- Performs other job-related duties as assigned.

Program Management

- Guides, leads, reviews, verifies, observes, and manages the work of people reporting directly to CNP director.
- Coordinates the activities of one or more staff. Assists in scheduling and administrative requirements. This may include part-time, full-time, temporary, and volunteers.
- Participates in various meetings and committees. Travels to between locations/project sites to meet with partners/stakeholders, and for any other needed purposes.
- Analyzes and interprets data that is regularly available on programs and performance.
- Reports program progress and results including the management of outcomes tracking.
- Maintains current knowledge base by participating in educational or training opportunities, reading relevant publications, and maintaining professional networks.
- Coordinates with program leadership on a frequent and as-needed basis.
- Performs other job-related duties as assigned.

Financial Management

- Responsible for management and oversight of the accounting and reporting functions for grants and funding agreements.
- Manage, prepare, and monitor financial reports and grant reimbursement requests

- Manage and monitor program expenses, payments, and receipts including the analysis of sub-award grant activity to ensure compliance with federal and state requirements and to ensure that all funds received are accurately requested, expended, and recorded.
- Provide accurate and reliable financial information to colleagues, leadership, and auditors.
- Work closely with accounting staff/personnel for timely payments and reporting
- Execute regular programmatic financial reporting to federal funders.

Program Evaluation and Adaptive Management (approximately 20% of the time)

- Collaborate with leadership to ensure efficient and effective processes for data collection.
- Assist program management with effective communication of data with both internal and external stakeholders.
- Work with the CEO, COO, or program director to monitor outcomes and incorporate this information into program planning.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in a natural resource or appropriate field, or a combination of education and experience suitable to the position.
- Strong attention to detail, organizational skills, and the ability to multitask to meet deadlines.
- Effective communication skills to manage relationships.
- A reliable, responsible attitude and a compassionate approach
- Ability to relate practice and theory.
- Ability to communicate clearly with peers, line supervisors, Internal and external stakeholders.
- Proficient in the use of common office based software, tools, and techniques.
- Successful experience in natural resources, collaborative conservation, Forest management, Wildfire Mitigation, fire adaptation and/or related field.
- Current driver's license

EXPERIENCE:

- At least five (5) years of experience directly related to the duties and responsibilities of this position including using budget management tools (spreadsheets or other related applications) on a routine basis.
- Experience working on complex projects under tight deadlines.

ADDITIONAL PREFERRED QUALIFICATIONS

- Master's Degree in a related field
- Prior experience with US Government procurement, sub-award requirements, and grants management.
- Experience working on natural resources and conservation projects with diverse stakeholders.
- Demonstrated familiarity with Salesforce or other similar CRM platforms.
- Proficient in Spanish Language speaking and writing.

DESIRED ATTRIBUTES:

- Dependable: responsive with good attention to detail, submits accurate documentation
- Teamwork: establish collaborative relationships with colleagues and partners, provide leadership when appropriate
- Resourceful: able to work independently to find answers, and seeks guidance only when needed
- Receptive: accept feedback, take ownership of responsibilities, and identify areas of growth

- Interpersonal Skills: communicate clearly, seek solutions, and demonstrate flexibility.
- Integrity: keep sensitive information confidential and adhere to personnel policies
- Initiative: bring questions to supervisor and seek opportunities for further development

WORKING ENVIRONMENT

- Work is performed in a hybrid in-person and remote office setting.
- Work with frequent interruptions
- May be required to work evenings and occasional weekends and travel across the U.S.

EEO Statement

COCO is an equal opportunity employer, making decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability, or any other protected class.

We are committed to adhering to our Diversity, Equity, Inclusion, and Justice Policy. To learn more, please visit <https://co-co.org/wp-content/uploads/2021/12/DEIJ-Statement.pdf>.

TO APPLY

Interested individuals should submit the following (in pdf format):

1. Letter of Application. No more than three (3) pages. Include statements describing your specific knowledge, skills and experience as they relate to this position (PDF file).
2. CV or Resume. Should be a maximum of three pages and include at least three professional references (PDF file).
3. Please send application materials via email only, With the 'Subject Line' of that email titled with the following format: "Last Name_ CNP_ForestryFire_App". Email application materials to maria.brandt@co-co.org. No phone calls please.

Interviews for high-ranking applicants will be scheduled on an individual basis. COCO is accepting applications on a rolling basis until the position is filled.