



POSITION ANNOUNCEMENT
Post-Fire Navigators Coordinator

PAY RANGE

\$30.00 - \$45.00 per hour / 40 hours per week (\$62,400 – \$93,600 annual salary equivalent) DOE

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 within the United States.

Open until filled.

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

- 10 Paid holidays per year plus vacation and sick leave
- Company match to simple IRA
- Health Insurance
- Flexible work schedule and remote work options
- Career advancement and professional development opportunities

OVERVIEW

The Post-Fire Coordinator (PFC) will support the development and delivery of a new program, The Community Navigators, that Coalitions and Collaboratives is leading in partnership with local, regional, and national partners. The Community Navigators Program (CNP) focuses on working across the country with communities in fire-prone ecosystems (especially those communities that have traditionally been underserved, such as rural low-income 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.

To help communities better prepare for and recover from wildfires, the COCO PFC will help develop a new program that will assist communities in their post-fire recovery journey. The PFC will fill a critical gap in post-fire recovery efforts, providing communities with the education, support, and services they need to effectively recover from the impacts of wildfires. With a focus on comprehensive training and skills needed, the COCO PFC will support the development and expansion of Post-Fire Navigators to communities across the country.

COCO is looking for a self-motivated, experienced, and enthusiastic individual with a passion for post-fire recovery and restoration. We are seeking an individual who cares about equitable, collaborative conservation with a solutions-based perspective on post-fire recovery. The successful applicant should possess in-depth knowledge of post-fire needs that communities face, such as

hydrology/geomorphology and post-fire mitigation techniques, redevelopment approaches, and a strong knowledge of federal resources and tools for post-wildfire recovery. 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 PFC, in partnership with the CNP Program Manager and steering committee is responsible for designing, planning, implementing, and evaluating the post-fire portfolio of work under the CNP.

The PFC will be responsible for guiding communities through the complex process of post-wildfire recovery. This individual will work closely with communities, government agencies, and other stakeholders to identify the resources and tools needed to recover from the effects of a wildfire. The PFC will play a critical role in helping communities rebuild and recover in the aftermath of a wildfire and in developing the overall program strategy and the tactics necessary to meet the ever-growing demand.

Program Development and Delivery (approximately 80% of the time)

Program Development and Design

Works in partnership with COCO and external stakeholders to establish a steering committee and design a comprehensive Post-fire Navigators Program that is inclusive, scalable, and responsive to the needs of communities impacted by wildfire.

- Develops and coordinates stakeholder and partner working groups and steering committees.
- Communicates directly with National, State, and local partners and leadership to co-develop post-fire strategies, tactics, and solutions.
- Develops long-range goals, objectives, priorities, and recommendations.
- Develops post-fire training, tools, and technical assistance programs to support communities on best practices for post-wildfire recovery.
- Builds the post-fire CNP team, provides management-level staff supervision, and guidance.
- Maintain a current knowledge base by participating in educational or training opportunities, reading relevant publications, and maintaining professional networks.
- Develop a training program for Community Navigators who will become part of a network of people who will be able to support communities across the country.

Program Delivery

The PFC, or additional Navigators (as the overall CNP program develops) will:

- Provide direct support to communities impacted by wildfires, offering guidance and support as they navigate the recovery process. This support will include connecting communities to resources and funding opportunities and providing technical assistance.
- Serves as a liaison between communities and government agencies to ensure that the needs of communities are heard and addressed and acts as a liaison between the local community and federal / state agencies /stakeholders to navigate the complexity of resources, technical assistance, availability of tools to support an effective and efficient recovery in the aftermath of a wildfire situation.
- Delivers post-wildfire training programs. Hosts post-fire webinars, peer-to-peer events, and supports the After the Flames bi-annual conference and learning series.

- Participates in various meetings and committees. (This will include travel to project sites and to meet with partners and stakeholders).

Grant Seeking and Administration

Assist communities in identifying and accessing the resources they need to recover from the effects of a wildfire. The PFC or Navigators will assist communities in seeking and administering grants to support their recovery efforts, helping to ensure that they have access to the resources and funding they need to rebuild.

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

- Analyzes and interprets data that is regularly available on programs and performance.
- Report program progress and results including the management of outcomes tracking.
- Monitor and evaluate the effectiveness of post-wildfire recovery efforts and make recommendations for improvement.
- 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 CNP Director, CEO, COO, or program director to monitor outcomes and incorporate this information into program planning.

QUALIFICATIONS AND EXPERIENCE

- A bachelor's degree in geology, geophysics, geological sciences, engineering or other related subject AND at least 6 years of verifiable professional experience assessing, identifying and mitigating hazards; or an appropriate combination of education and work experience to demonstrate the ability to perform this work.
- Ability to relate practice and theory.
- Proficient in the use of common office-based software, tools, and techniques.
- Successful experience in natural resources, collaborative conservation, forest management, post-wildfire mitigation, fire adaptation and/or related field.
- Prior experience working in post-fire recovery and restoration.
- Familiarity working with federal response organizations, such as FEMA, NRCS, DHS and state Emergency Managers.
- Strong knowledge of federal resources and tools for post-wildfire recovery.
- Professional experience that includes environmental permitting processes.
- Knowledge water administration and law.
- Organizational and project management experience.
- Experience working on complex projects under tight deadlines.
- A valid unrestricted driver's license that can be cleared by our insurance provider (no recent DUIs, or high points against the license for moving violations). This position requires driving as an essential function. Finalists and/or interview candidates will be asked to provide a driving record from all states in which they have held a license during the past three years.

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
- Demonstrated commitment to fostering and supporting an environment that honors diversity, equity and inclusion and environmental justice practices.
- Proficient in Spanish Language speaking and writing.

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.
- 60% office, 40% field in rugged, uneven terrain or on water, during all weather conditions.
- Some national travel.

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 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. Examples of prior work products, including but not limited to maps, research, reports, presentations and tools.

Please send application materials via email only, with the subject line in the following format: "Last Name_PostFire_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.
This position is open until filled.*