

# Position Announcement

**Title:** Wildfire Mitigation Coordinator

**Status:** Non-exempt (hourly); Full-time (40 hours/week).

**Hourly Wage Range:** \$28.84 - \$31.25

**Benefits:** Employer-matched retirement, health/dental/vision insurance, paid time off, hybrid work environment including telework options, flexible work scheduling.

**Location:** Jefferson Conservation District's (JCD) office is in Lakewood, Colorado at the Denver Federal Center (note that JCD is not a federal agency). JCD's boundaries are generally unincorporated Jefferson County.

**Closing Date:** Open until filled, but application review will begin after 7/6/25

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**Organization Overview:** Established in 1942, Jefferson Conservation District, a special district and political subdivision of the State of Colorado, provides natural resources technical assistance to private landowners in Jefferson County and surrounding areas. JCD's mission is to provide leadership, in a partnership effort, to help people conserve, maintain, and improve our natural resources and environment. Current programs focus on forest restoration and wildfire mitigation, noxious weed management, and watershed restoration. JCD is overseen by a volunteer Board of Supervisors.

**Position Overview:** Position reports to the Director and undertakes a variety of office (approx. 50%) and fieldwork (approx. 50%) duties to promote and organize the implementation of Community Wildfire Protection Plan (CWPP) recommendations among homeowners and neighborhoods. Community education and project organization will primarily focus on defensible space, home hardening, and roadside mitigation. This position involves significant in-person community outreach and landowner coordination. A minor amount of time may be spent supporting JCD's other conservation programs.

## **Essential Duties**

### **Outreach, education, and community engagement**

- Build and maintain relationships with individuals, organizations/agencies, private industry, non-profits, and collaborative partnerships
- Pursue funding to complete wildfire mitigation projects
- Plan and lead community education events such as collaborative meetings, field trips, workshops, film screenings and other learning opportunities
- Identify opportunities and strategies to expand existing fire mitigation programs and resources
- Support community ambassadors through education, resource allocation, and mitigation recommendations

### **Conduct defensible space and home ignition zone assessments**

- Meet one on one with homeowners to assess defensible space and home hardening vulnerabilities and develop mitigation strategies; use software to create reports
- Mark trees and other vegetation for mitigation treatments
- Connect homeowners with resources to implement mitigation strategies

### **Grant Management**

- Lead and collaborate on all aspects of a grant lifecycle: application, budgeting reimbursements, reporting, etc

### **Support other JCD conservation programs**

- Tree, vegetation, and terrain surveys and mapping
- Mark trees and unit boundaries with flagging or paint
- Technical writing for grants, management plans, and reports
- Monitor contractor operations and work quality
- Assist watershed restoration projects

These duties are not intended to be all-inclusive. Employee will perform other related duties to meet the ongoing needs of the organization.

## **Necessary Skills**

### **Soft Skills**

- Possess a genuine interest in wildfire mitigation and natural resource conservation
- Work collaboratively with people and be a team player
- Be self-motivated, self-directed, innovative, and enthusiastic
- Have flexibility to perform a variety of duties and adapt to changing situations
- Communicate clearly and confidently, both verbally and in writing
- Solve problems independently
- Possess emotional intelligence in working with coworkers, partners, and the community
- Maintain a positive attitude, enjoy working with people, respect and tolerate different viewpoints and personalities
- Think ahead and be able to anticipate various situations and outcomes

### **Hard Skills**

- Have a working knowledge of western U.S. forest/wildfire ecology
- Understand the principles, practices, and equipment employed in modern wildfire mitigation, defensible space, and home hardening
- Manage complex projects: be highly organized, detail-oriented, and efficient in managing schedules, task lists, computer files, supplies, and equipment
- Write clearly, concisely, and efficiently, both technically and for laypeople
- Create and maintain spreadsheets, documents, and other project management and tracking tools
- Develop and deliver visual presentations for a variety of groups
- Use basic computer functions efficiently and be able to learn new technology and software

### **Required Job Functions**

- Fluency in written and spoken English
- Ability to use computers and mobile devices
- Ability to work safely outdoors, independently and as a team, during all seasons and weather conditions; hike over steep, uneven terrain; use a map, compass, GPS, and other equipment; carry up to 25 pounds
- Ability to safely operate a four-wheel-drive vehicle in urban and rural mountainous settings on- and off-road.

## **Job Qualifications**

### **Minimum Qualifications**

- Able to pass criminal background check
- Bachelor's degree in forestry, wildfire, natural resources, or a related field
- 6 months of community wildfire mitigation education and coordination
- Proficient in: Microsoft Office Suite (Word, Excel, Power Point), Google Suite (such as Drive, Gmail, Calendar, Docs, Sheets), ESRI ArcMap (data management and organization, basic geoprocessing, creating PDF maps)
- Experience working outdoors doing the duties described above
- Experience driving a vehicle in the mountains
- Hold or able to obtain a valid Colorado driver's license
- Able to frequently work weekend or evening hours for community events
- Able to utilize your personal vehicle for work purposes; will be reimbursed at IRS mileage rate
- Live within daily commuting distance of Lakewood/Golden

### **Preferred Qualifications**

- Experience with community engagement
- Experience making home ignition zone and defensible space assessments
- 18 months of community wildfire mitigation education and coordination
- Experience working with fire protection districts

## **Application Instructions**

Email your resume (no cover letter) and college/university transcripts (if you have graduated less than 2 years ago) to:

jcd@jeffersoncd.com

Use the following naming convention for the subject line of the email and for the email attachment (combine all documents into a single attachment file):

“Application WMC June 2025 YourLastName”