

WUI MITIGATION SPECIALIST POSITION

ORGANIZATION



Coalitions & Collaboratives, Inc. (COCO, Inc.) is a nonprofit social enterprise with a vision of *people working together, for people and the planet*. Our mission is to foster *on-the-ground conservation efforts that protect and restore natural resources and local communities by supporting collaborative conservation organizations to produce collective impacts through stakeholder driven efforts*. It was founded by the Coalition for the Upper South Platte (**CUSP**) leadership in 2014 as a way of increasing on-the-ground, stakeholder-driven conservation.

Coalition for the Upper South Platte (CUSP)



Since 1998 CUSP has worked to protect the 1.6 million-acre watershed that reaches from the Continental Divide to Strontia Springs Reservoir, southwest of Denver. The watershed is a recreational mecca with over 1 million acres of public lands; it provides municipal water for about three quarters of Colorado's residents; it is renowned for its "gold-medal" fishing streams; and it is home to numerous threatened and endangered species. The Upper South Platte Watershed varies in elevation from about 6,000 to over 14,000 feet above sea level and contains five major municipal and several smaller reservoirs. CUSP works with partners to provide essential services such as project planning, implementation, and monitoring within the watershed. Our commitment to the land and the people it serves is unparalleled. CUSP's crews work tirelessly, whether on-the-ground or in the boardroom, to ensure communication, cooperation and completion of vital programs. Working with volunteers, we plant thousands of trees each year, restore habitat, and improve recreational opportunities. Our crews also remove damaged and diseased trees, and help reduce wildfire threats in our communities.

POSITION DESCRIPTION

The mitigation specialist provides education and knowledge transfer for wildland urban interface (WUI) communities and others to increase awareness and understanding related to existing wildfire risk as well as to empower individuals to take action to reduce/mitigate those risks.

The Mitigation Specialist is responsible for implementing Coalitions and Collaboratives, Inc and the Coalition for the Upper South Platte's wildfire risk reduction mitigation programs and associated wildfire risk reduction/mitigation projects and activities within the Upper South Platte Watershed, specifically the Upper Arkansas Basin from Salida to Leadville, Colorado and, as the need arises in other parts of our work area. The position works closely with COCO & CUSP leadership staff on wildfire risk reduction initiatives. The Mitigation Specialist will act as a liaison between federal, state, county and local representatives to encourage information exchange, on-the-ground program implementation, provide mentoring and training, and work to strengthen collaborative partnerships between agencies and communities. *****This is not an entry-level position** Incumbent is expected to have significant professional knowledge and ability related to the following tasks.***

POSITION LOCATION

This position will be based out of the Upper Arkansas River Basin. This is a remote position, with the office based out of the Salida Colorado State Forest Service.

Education & Outreach

Example Tasks:

1. Engage with WUI community leaders via phone, written, electronic as well as on-site face-to-face communications to increase awareness and understanding related to wildfire risk and activities/actions that can be taken to reduce/mitigate risk.
2. Understand and effectively speak to wildfire related issues to deliver consistent yet site specific, engaging and science based information and training about wildfire risk and mitigation best practices in both the built and natural environments.
3. Utilize existing and emerging technologies to deliver site specific

wildfire risk reduction recommendations to homeowners and communities via a variety of communication mechanisms, such as generated reports and maps.

4. Attend, coordinate and help facilitate community, HOA and other related meetings and outreach opportunities to deliver presentations and educational materials, promote mitigation programs and strengthen community relationships.

5. Coordinate and complete targeted outreach to communities via a variety of mechanisms.

5. Assist with the design and implementation of mitigation projects across a wide geographical area.

Partnership Development

Work with communities to develop effective, diverse and sustainable mitigation programs.

Example Tasks:

1. Coordinate and help develop mitigation partnerships.

2. Facilitate and resolve conflict. Help set priorities and align diverse interests to create sustainable mitigation programs.

3. Develop organizational partnerships across a wide geographic region.

Wildfire Planning

Develop planning products to help communities and fire protection districts understand wildfire risk and prioritize risk reduction actions.

Examples of Tasks:

1. Work with communities to encourage the completion of parcel level rapid wildfire risk assessments, Community Assessments and/or community level CWPPs.

2. Facilitate and complete fieldwork associated with wildfire risk assessments, Community Assessments and CWPPs in order to develop associated planning documents.

3. Use GIS (ArcMap, Collector, etc.), diverse hardware, software and Google Earth to create geodatabases, maps and other geospatial projects in support of planning projects.

Fuels Reduction, Mitigation & Community Chipping Projects

Wildfire Mitigation Specialist will aid communities in the development

of Fuels Reduction & Slash Management programs.

Examples of Tasks:

1. Promote Cost-Share Programs and Community Chipping Programs through a variety of outreach and networking mechanisms, including sharing different models, helping design programs and in development of cross boundary projects and programs.

2. Support the strategic development of fuelbreak projects including the following supporting tasks:

- ❖ Project planning; the cost-share application, award agreement and reimbursement process; as well as project implementation and post-project maintenance.
- ❖ Coordinate property owner Cost-Share Program Application submissions for internal review.
- ❖ Develop project design criteria and specifications.
- ❖ Write Scope of Work (SOW) and Request for Proposals (RFP) documents.
- ❖ Layout and mark projects using GIS/GPS technologies as well as flagging and spray paint.
- ❖ Facilitate contractor show-case trips to solicit bids on behalf of property owners.
- ❖ Make cost-share funding recommendations for internal review and approval.
- ❖ Perform project inspections and contractor compliance checks to ensure adherence to design criteria and specifications for intermediate as well as final project checkoffs.

3. Coordinate Community Chipping Program projects including the following supporting tasks:

- ❖ Identify and work collaboratively with key community liaisons/advocates to plan and initiate outreach and communications regarding projects.
- ❖ Aid in the development of community specific flyers, guidelines and other outreach materials.
- ❖ Support the development of management tools regarding community enrollment and participant registrations
- ❖ Support the development of chipping program participant communications and relations.
- ❖ Aid in chipping project contractor oversight & participant 'pile and materials guidelines' compliance checks using established protocols.

- ❖ Finalize project data, critical documentation and contractor invoice payment processing.

Monitoring and Evaluation

Position will be responsible for management of all programmatic data and delivery of data to funding organizations.

Examples of Tasks:

1. Support reporting efforts by tracking detailed programmatic information using spreadsheets, written reports, photographs and GPS/GIS technologies.
2. Developing and sharing data collection programs for supported communities and organizations.
3. Develop interim and final programmatic reports to meet deadlines.
4. Work with supported communities to collect programmatic outcomes, lessons learned
5. Ability to be responsive to the needs of the supported communities
6. Development of program monitoring programs and evaluation tactics to adapt programs as needed.

Organizational Sustainability

CUSP and COCO actively plan for the future sustainability and resiliency of the organizations. The position supports leadership's efforts to ensure timely progress toward future organizational direction and vision.

Examples of Tasks:

1. Assist with organizational sustainability efforts.
2. Pursue funding opportunities in collaboration with WRWC staff and partners.
3. Assist and develop future funding mechanisms to support program.

Activities could include:

- ❖ Grant writing
- ❖ Fundraising
- ❖ Outreach and Education
- ❖ Presentations on program of work and network development

NECESSARY ATTRIBUTES

1. Independent and self-motivated with ability to work remotely with limited supervision.
2. Attention to personal relationships, partnership development and retention.
3. Excellent oral and written communication skills including public speaking and presentation skills.
4. Strong facilitation and leadership skills.
5. Team player with the ability to collect many different types of input and move forward in a positive, productive way.
6. Ability to simultaneously manage multiple projects and activities.
7. Close attention to detail and organization.
8. Willingness to work some evenings, weekends and holidays (flexibility).
9. Willingness to travel locally, regionally and across the U.S for extended periods of time (Proximity to large international airport will be essential to minimize travel associated costs).
10. Strong proficiency with word processing, Power points, spreadsheets and database management.
11. Proficiency with Google suite of applications (Drive, Docs, Sheets, Forms, MyMaps, etc.)
12. Proficiency with ESRI products (ArcMap, Catalogue, Collector, Online, etc.) as well as handheld GPS technologies
13. Ability and willingness to use a personal vehicle (POV) and rental vehicles for travel within work areas.

QUALIFICATIONS

1. College degree in a related field and 3 years of experience in wildfire mitigation programs.
2. Qualified as a wildland firefighter, and in ROSS.
3. Ability to deploy on fire assignments may be a requirement of this position
4. **Understanding and experience with a variety of topics/disciplines including:**
 - ❖ Wildfire ecology in fire prone and fire excluded environments
 - ❖ Wildland fire behavior
 - ❖ Defensible space design, development & best practices
 - ❖ Strategic fuelbreak design, development & best practices
 - ❖ Fuels management best practices
 - ❖ Structural ignition vulnerability & mitigation measures

- ❖ Common wildland fire suppression operations and tactics
- ❖ Behavioral and economic applied sciences
- ❖ Emergency preparedness & Response
- ❖ Community development & land use planning
- ❖ Facilitation
- ❖ Partnership development
- ❖ Budgeting
- ❖ Training development & delivery
- ❖ Logistics and event planning
- ❖ Communications tactics and techniques

COMPENSATION & BENEFITS

The position is expected to work 40+ hours/ week. For the right applicant this position may be able to work from a remote location; however, frequent travel will be necessary. Compensation for this position will be determined based on qualifications and experience. We are looking for an exceptional employee that will excel and help to facilitate the development of this initiative. There will be a 6 month probationary period for this position. Upon completion of the 6 month probationary period leadership team will review position deliverables, outcomes and progress. The hiring salary range for the Mitigation Specialist position will be commensurate with experience.

COCO offers a generous benefits package including:

Health Insurance

Paid Time Off (Sick & Vacation)

Paid Holidays

401k matching contributions

ENVIRONMENTAL & PHYSICAL FACTORS

Work is performed in an office, vehicle and /or outdoor setting in all possible weather conditions. While performing the duties of this job the employee is required to stand, sit, walk, talk, or hear for extended periods of time. Occasionally lifts and carries 50lbs at least 100ft. frequently walks over uneven rough terrain, carries necessary job equipment. Frequently sits in one position while driving.

HOW TO APPLY

Interested individuals should submit the following:

1) **Letter of Application.** No more than two pages. Include statements describing your specific knowledge, skills and experience as they relate to this position and this organization. (PDF file)

2) **Resume.** Should be a maximum of three pages and include at least three professional references. (PDF file)

Application deadline is COB August 3, 2018. Interview dates for high ranking applicants will be scheduled on an individual basis. Please send application materials via email only. Please include “Mitigation Specialist App” in the subject line, and email to:

Jonathan Bruno

Email: jonathan@cusp.ws

ADDITIONAL INFORMATION

Successful applicants must have a valid Colorado driver’s license, or ability to acquire one upon employment.

Successful applicants must be able to pass a drug and background assessment.

If you have questions about the position that are not addressed in the announcement, contact Jonathan Bruno, at (719) 433-6775 or via email at jonathan@cusp.ws

Equal Employment Opportunity. There shall be no unlawful discrimination or harassment against employees or applications for employment because of race or color, religion or creed, sex or gender, sexual orientation, national origin or ancestry, age, physical or mental disability, military status, genetic information or other protected status. Equal employment opportunity, as required by law, shall apply to all personnel actions including, but not limited to recruitment, hiring, upgrading, promotion, demotion, layoff, or termination.