



## *Coalition for the Upper South Platte*

Post Office Box 726  
Lake George, Colorado 80827  
EIN: 84-1469785

### **JOB OPPORTUNITY FOREST MITIGATION COORDINATOR**

*The Coalition for the Upper South Platte (CUSP) is a nonprofit watershed organization, serving the 2,600 square-mile watershed southwest of the Denver Metro Area and west/northwest of the Colorado Springs Metro Area and adjacent lands. The watershed runs from the Continental Divide/Headwaters of the South Platte River to Strontia Springs Reservoir in the Foothills. The watershed varies in elevation from 6,000 feet to over 14,000 feet above sea level.*

*The CUSP mission is to protect the water quality and ecologic health of the Upper South Watershed, through the cooperative efforts of watershed stakeholders, with emphasis placed on community values and economic sustainability.*

**Opening Date:** January 10, 2024

**Closing Date:** Position will remain open until filled

**Employment Status:** Full time (32-40 hours per week)

**Location:** Lake George, CO (west of Colorado Springs on U.S. Highway 24)

**Pay Range:** \$28 to \$30/hour

**Benefits:** Medical, Retirement Plan, Paid Sick, Holidays & Vacation

#### **GENERAL POSITION DETAILS**

The Forest Mitigation Coordinator is responsible for developing and implementing wildfire mitigation and forest health projects, writing applicable grants, oversight of related field projects, writing reports and tracking grant funding for projects. Will work on projects in both the northern and southern watershed.

#### **POSITION DUTIES**

##### Forestry Field Work:

- Perform fuels mitigation and forest health work on private and public properties involving resident coordination, project planning and layout, GPS data collection, tree inventory and marking, project implementation oversight with regard to grant specifications
- Utilize existing and emerging technologies to deliver site-specific wildfire risk reduction recommendations to communities via a variety of communication mechanisms, such as generated reports and maps.
- Assist private landowners to plan and support parcel level wildfire risk assessments and mitigation including home ignition zone, home hardening and defensible space
- Work with private landowners and CUSP staff to develop Forest Agriculture plans
- Collaborate with communities to update and/or develop Community Wildfire Protection Plans including facilitating meetings, coordinating stakeholders, identifying priority projects, coordinating GIS analysis and assuring that all state requirements are met
- Assist Field Crew with Neighborhood Fuels Reduction Program (chipping) when needed

- Use GIS (ArcMap, Collector, etc.), diverse hardware, software and Google Earth to create geodatabases, story maps and other geospatial projects in support of planning and reporting activities
- Develop outreach and communication strategies for education with Home Owner's Associations, federal, state and local agencies

#### Administrative:

- Plan and develop forestry grant applications such as FRWRM, SFA, CAFA, BLM Community Assistance, CWDG and COSWAP
- Work with Deputy Director on grant tracking and reporting
- Write CUSP contracts, cost share agreements, license to enter and task orders
- Write timely reports with photographs for projects
- Maintain thorough understanding of CUSP forestry related grant budgets including matching funds, in kind values and cost shares
- Stay abreast of new trends and innovations related to duties
- Develop goals and plans to prioritize, organize and accomplish work
- Represent CUSP at partner meetings such as Fire Adapted Colorado, Forest Collaboratives Network, Upper South Platte Partnership, Wildfire Councils, etc.
- Attend, coordinate and help facilitate meetings and outreach opportunities to deliver presentations and educational materials, promote mitigation programs and strengthen community relationships
- Participate/deliver trainings, presentations, provide mentorship and peer-to-peer learning to others in the field
- Understand and effectively speak to wildfire and forest health related issues, engaging and science-based information and training about wildfire risk and mitigation best practices in both the built and natural environments.

#### Other

- Other duties as assigned

### **POSITION REQUIREMENTS**

- Minimum of a Bachelor's degree in Forest Management, Forest Ecology, Forest Biology, Natural Resources Management or a related field PLUS minimum of 2 years professional field experience with a focus on forest health and fuels reduction.
- Substitute in lieu of a degree – 48+ months of field experience with a focus on forest health, fuels reduction, wildfire suppression or related field.
- Some combination of education and experience in that totals up to a least 48 months is acceptable
- Possess a valid driver's license and a good driving record
- Have reliable, insured personal transportation
- Live within reasonable commuting time of the Lake George, CO office.
- If relocating, a time frame for relocation can be negotiated

### **DESIRED SKILLS**

- Strong work ethic, energetic and flexible
- Excellent communication skills (written, public speaking, public engagement and listening)
- Project management including ability to simultaneously manage multiple projects and activities
- Ability to work independently and professionally and establish work priorities
- Close attention to detail and organization
- Willingness to work some evenings, weekends and holidays

- Able to work outside in most environmental conditions
- Proficiency in the use of MS Word, Excel, PowerPoint, Google suite of applications (Drive, Docs, Sheets, Forms, etc.) and with ESRI products (ArcMap, Catalogue, Collector, Online, etc.) as well as handheld GPS technologies
- Ability and willingness to use a personal vehicle (POV) and CUSP vehicles for travel within work areas
- A demonstrated understanding of conservation, forestry, wildfire effects, wildfire mitigation and good working knowledge of conservation issues governing laws, programs and regulations.

#### **ADDITIONAL INFORMATION**

- Completion of Best Mitigation Practices course or ability to complete course within 6 months of hire
- Completion of the National Fire Protection Association Assessing Structure Ignition or ability to obtain a certification within 12 months
- Certified Sawyer – Faller B level or ability to complete a S212 class within 12 months of hire
- Current First Aid and CPR certification

#### **HOW TO APPLY**

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

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.
2. **Resume.** Should be a maximum of three pages and include at least three professional references.
3. **Position will remain open until filled.** Interviews for high-ranking applicants will be scheduled on an individual basis. Please send application materials via email only. Include Last Name\_ Forestry Coordinator App in the subject line. Email application materials to [culp@culp.ws](mailto:culp@culp.ws).
4. **Can also apply by mailing a hard copy to:**  
Coalition for the Upper South Platte  
Attn: John  
P.O. Box 726  
Lake George, CO 80827

*CUSP is an Equal Opportunity Employer and no 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. .*