West Region Wildfire Council
Position Announcement
Wildfire Mitigation Specialist

Position Title: Wildfire Mitigation Specialist
Job Type: Full Time, Exempt, Salaried
Job Location: Montrose, CO
Reports to: Executive Director
Closing Date: Open until filled
Anticipated Start Date: Negotiable but seeking a candidate available to start as soon as possible

Organization
The West Region Wildfire Council (WRWC or The Council) is a Nonprofit based in Montrose, CO. The organization promotes and empowers community wildfire adaptation while increasing resiliency to future wildfire. WRWC acts as the regional focal point for coordination and collaboration around strategies for reducing wildfire risk in WUI communities within Delta, Gunnison, Hinsdale, Montrose, Ouray and San Miguel counties.

The West Region Wildfire Council has a governing Board of Directors. The WRWC Board of Directors is made up of appointed state, county and local representatives with federal liaisons from the BLM & USFS.

Programmatic Pillars
- Understanding and assessing wildfire risk – at the landscape, community and parcel scales.
- Emphasizing education – to elevate understanding of the wildfire issue and the emerging science related to techniques/strategies for mitigating wildfire risk in efforts to further the discourse between community members, wildfire managers and others under the fire adapted communities’ umbrella.
- Empowering measurable wildfire mitigation via:
  - On site, in person visits with trained wildfire mitigation specialists and foresters.
  - Delivery of site-specific wildfire risk reduction recommendations, leveraging science and innovative technology, while providing incentives and pathways for being recognized for mitigation accomplishments.
  - Technical field assistance for designing and laying out fuel’s reduction, defensible space and associated vegetation management projects.
  - Financial incentives for implementing vegetation management projects.
- Increasing the pace of multi-scale wildfire adaptation- WRWC is committed to collaboratively and strategically focusing efforts in priority high risk WUI areas to complete measurable wildfire risk reduction activities that result in increased community and ecosystem resiliency.

Partners
WRWC works proactively with hundreds of landowners and homeowners as well as regional land managers (BLM and USFS), the Colorado State Forest Service (CSFS), Colorado Division of Fire Prevention and Control (DFPC), 24 regional fire protection districts, county planning departments, as well as our county emergency managers and sheriff’s offices; all of whom have an interest in wildfire, forest, habitat and watershed resiliency.

Why Join the West Region Wildfire Council Team?
The staff of the WRWC is a small and hard-working team that is dedicated to making great work happen with limited resources. We have a strong passion for our work and are driven each day to further our impact and reach our (lofty!) goals. We utilize a team oriented and collaborative approach to address the wildfire issue – one that is large in scale and complex in nature. We understand that addressing the wildfire issue requires a dedicated and multi-disciplinary approach and we seek to leverage the best available science, the best available technologies as well as our partnerships and relationships to further our work and impact.
As a team, we value high-quality work product, an ability to recognize needs coupled with the willingness to jump in and begin addressing those needs. We are committed to honoring commitments and we value capacity to think outside the box, innovate and move our programs forward in support of the WRWC mission. If working in this kind of environment is of interest to you, working for the West Region Wildfire Council may be an ideal opportunity for you!

**Position Overview**
The Wildfire Mitigation Specialist is responsible for delivering wildfire risk mitigation information, recommendations and programmatic resources to wildland urban interface (WUI) homeowners, community members and partners. The Wildfire Mitigation Specialist works closely with the Wildfire Mitigation Forester, specifically focusing on addressing wildfire risk in the built environment. The position utilizes field-based technology to promote and further homeowner education and mitigation actions.

The Wildfire Mitigation Specialist integrates and coordinates efforts with other ongoing programs available through WRWC. The position works closely with other WRWC staff, as well as other agency and organizational partners on regional initiatives and works throughout the six -county west region. The positions primary areas of responsibility include:

**Wildfire Education and Outreach**
WRWC provides helps to educate wildland urban interface (WUI) property owners, communities and others to increase awareness and understanding related to wildfire risk, as well as empowers individuals to take action to reduce/mitigate those risks. Through a variety of established WRWC programs, the Wildfire Mitigation Specialist leverages technology, science and programmatic resources to increase the understanding, pace and scale of wildfire mitigation in the communities served by the WRWC.

The Wildfire Mitigation Specialist schedules and meets individually with home/property owners participating in the WRWC Site-Visit Program, utilizes WRWC’s ‘MyWildfireRisk’ Mobile/web platforms to record and deliver mitigation recommendations as well as leads efforts related to WRWC outreach. The position works closely with the WRWC Wildfire Mitigation Forester to move homeowners and landowners successfully through the WRWC’s Vegetation Management Cost-Share Program.

**MyWildfireRisk Program**
The West Region Wildfire Council provides WUI homeowners with science-based evaluations of their risk to wildfire. WRWC provides detailed, site-specific recommendations that can be implemented and are intended to reduce identified risks. Additionally, the Council provides support, via technical assistance and financial resources, to implement risk reduction recommendations. To deliver this information and create a platform for continued homeowner engagement, the Council has recently developed a new program- MyWildfireRisk.

The Wildfire Mitigation Specialist will work with staff to ensure the continued development/program maturity and programmatic integration of the MyWildfireRisk Program to include a certification program.

**Rapid Wildfire Risk Assessment Program**
WRWC conducts, using a census style approach, Rapid Wildfire Risk Assessments of all WUI homes within a given geographic area (e.g. a fire protection district). In some instances, this risk assessment is utilized to inform a resident of their relative wildfire risk with the intended outcome of WRWC program engagement and, in other cases, the data is paired with a homeowner survey – whereby homeowners are asked a series of questions regarding the perceptions and experiences related to wildfire risk and mitigation.

In coordination with the Executive Director, the Wildfire Mitigation Specialist works with agency partners to plan for and complete Rapid Wildfire Risk Assessments and associated follow-up outreach. The position also works closely with IT/GIS support to ensure data management and integration with other applicable WRWC programs.

**Fuels Reduction & Mitigation**
The WRWC directly supports vegetation management fuels reduction/ mitigation projects in high wildfire risk areas within the region. The Council offers a Vegetation Management Cost-Share Program – which provides technical and financial assistance to plan and implement strategic fuel breaks, defensible space projects and other priority fuels reduction projects.
The Wildfire Mitigation Specialist works in coordination with the Wildfire Mitigation Forester (program lead) to help ensure successful delivery of the WRWC’s Vegetation Management Cost-Share Program. The Position provides information and resources related to the program as well as provides support and assistance to the Wildfire Mitigation Forester with a variety of program management related activities on an as needed basis.

**Wildfire Planning**
The WRWC develops planning products to help homeowners, communities and fire protection districts understand wildfire risk and prioritize future risk reduction actions. The Wildfire Mitigation Specialist promotes and facilitates wildfire planning efforts as well as actively represents WRWC in external related planning efforts such as county-level Multi-Hazard Mitigation Plans.

**Organizational Sustainability & Other Duties as Assigned.**
The staff of the WRWC are required to be strategic problem-solves with the ability to nimbly jump in and participate in any variety of tasks or duties that help move WRWC forward. The Wildfire Mitigation Specialist may help develop report summaries, participate in presentations to partners and/or elected officials, work with IT/GIS to update internal technologies and databases, assist with grant and agreement reporting, assist with narrative development for grant proposals and may assist the WRWC’s Wildfire Mitigation Forester with field work related to project set-up and design. The staff are committed to working as a team, stepping in and pulling weight when and where needed.

**Necessary Attributes and Proficiencies**
- Self-starter and self-motivated
- Attention to personal relationships, partnership development and retention
- Possess innovative follow through- whereby concepts go from ideas to self-lead implementable change or action
- Excellent oral and written communication skills including public speaking and presentation skills
- Strong facilitation skills
- Team player with the ability to collect many different types of input and move forward in a positive, productive way
- Ability to simultaneously manage multiple projects and activities
- Close attention to detail and organization
- Willingness to work some evenings, weekends and holidays (flexibility)
- Strong proficiency with word processing, spreadsheets and database management
- Proficiency with Google suite of applications (Drive, Docs, Sheets, Forms, etc.)
- Proficiency with ESRI products (ArcMap, Catalogue, Collector, Online, etc.) as well as Avenza.
- Proficiency with other mobile and web-based technologies
- A clean driving record as well as Colorado issued driver’s license (or ability to get one)
- Ability and willingness to drive an organization owned vehicle for travel within the work area
- Ability and willingness to use a personal vehicle for travel within work area (see “mileage reimbursement” below). A high clearance vehicle is recommended.

**Qualifications**
- College degree in a related field (natural resources, forestry, disaster resilience, wildfire sciences, community planning, etc) OR;
- Two years of experience in wildfire risk reduction, education, mitigation or a related field OR;
- One year of experience in wildfire risk reduction, education, mitigation or a related field and an up-to-date National Fire Protection Association (NFPA) Certified Wildfire Mitigation Specialist Program (CWMS) credential

**Helpful understanding and Experience**
- Wildland fire in the built environment
- Assessing and mitigating structural ignition risks
- Principles of wildland fire management, common wildland fire operations and tactics
- Principles of wildland fire behavior
- Community development, land use planning, building codes, WUI codes
• Principles of structure/building architecture, design, materials, construction techniques, construction assemblies and related matters
• Emergency preparedness
• Principles of public education and outreach

Compensation & Benefits

• **Annual Salary:** $42,000-$52,000 (depending on experience)
• **Annual Salary Increase:** All employees are eligible for an annual performance and budget driven salary increase, typically in the range of 3.335%
• **Pay Period:** Bi-weekly
• **Exempt:** Full time, Fair Labor Standards Act (FLSA) Exempt position
• **Healthcare:** Up to $300 per month Health Reimbursement Arrangement (after probationary period)
• **Retirement:** Up to $1,250 annually (after probationary period) cash match for individual qualified IRA contributions
• **Paid Holidays:** 11 paid holidays (including your birthday!)
• **Paid Time Off:** Accrual of 12 hours per month (after probationary period)
• **Paid Sick Leave:** Accrual of 4 hours per bi-weekly pay period- 104 hours annually- (no probationary period)
• **Cell Phone Stipend:** Up to $50/month
• **Physical Training Time:** Up to 2 hours per week
• **Mileage Reimbursement:** Monthly reimbursement for work related mileage on personal vehicles. Reimbursed monthly at the current federal rate for each mile documented.
• **Company Owned Vehicle:** Use of a company owned vehicle, in accordance with policies
• **Professional Development:** Support for continued professional development, education and training as needs, budget and capacity constraints allow.

TO APPLY

• **Closing Date:** Open Until Filled
• **Application Materials:**
  o Resume
  o Cover Letter – describing your experience as it relates to the position, your interest in working in this field and how you believe your knowledge, skills and abilities will help WRWC be successful. *Also, please indicate in your cover letter how you found out about this position.*
  o 3 Reference – name, title, contact information and a brief explanation of your relation to this person.
  o Please package all application materials in to a single PDF
• **Email:** Lilia Falk, Director of Finance, Agreements and Human Resources at lilia.falk@cowildfire.org
• **Subject Line:** Wildfire Mitigation Specialist – [Your Last Name]
• **Interviews:** TBD
• **Start Date:** Negotiable, as soon as is mutually possible

Environmental and 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 and spend extended amounts of time outdoors in the elements. Frequently sits in one position while driving or while in the office. In some cases, the Mitigation Specialist may need to travel large distances during a single day to access some of the remote locations associated with this job.

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.