



Position Announcement

Position Title:	Conservation Forester
Location:	Longmont, Colorado - Natural Resources Building, Boulder County Fairgrounds
Employment Status:	Non-exempt; Full-time with benefits, 40 hours per week 12-month term position, extended if funds are available
Salary Range:	\$50,000 to \$65,000 annually; (paid by the hour, monthly)
Closing Date:	February 5, 2021

Organization Overview - The Boulder Valley & Longmont Conservation Districts, political subdivisions of the State of Colorado, provide natural resources technical assistance mainly in Boulder and Weld counties. Our mission is to provide leadership in a partnership effort to help people conserve, maintain, and improve our natural resources. Both the Longmont and Boulder Valley Conservation Districts are governed by elected volunteer Boards of Supervisors.

Position Overview – This position reports to the Conservation Districts' District Manager. The position undertakes a variety of office (approx. 50%) and fieldwork (approx. 50%) duties, with a focus on the support and delivery of USDA Farm Bill programs through partnership with the Natural Resources Conservation Service (NRCS). This position involves significant landowner outreach, education, and coordination toward the development and completion of private lands forest conservation projects. A minor component of the position may include assistance with other Conservation District programs, such as tree sales. The selected candidate will work with NRCS, Conservation District staff, and various partner organizations to assist private landowners in the planning and implementation of forest conservation practices.

This position is not a federal job.

Primary Duties

Develop and Implement Conservation Plans

- Plan Development
 - Conduct site visits to listen to the natural resource concerns voiced by landowners and other stakeholders.
 - Perform field work during all seasons of the year to collect and organize vegetation and stand data using various pieces of equipment.
 - Analyze and interpret quantitative and qualitative data and maps using various computer programs.

- Compile data, documentation/forms, and other information to create forest management plans, toward the development of an NRCS conservation plan. These activities will follow established NRCS conservation planning practices and standards.
 - Utilize FVS, ESRI ArcGIS, and other NRCS planning software, such as Conservation Desk Top, CART and Protracts, to create and monitor conservation plans which may become NRCS contracts that deliver funding incentives to landowners.
 - Provide technical information and data toward the development and maintenance of outside grants and cost-share funding opportunities. Complete associated reports.
- Plan Implementation
 - Create plans for forestry/logging contractors and oversee their operations.
 - On the ground project layout including boundary and tree marking, identification of noxious weeds, native plants and trees, use GPS units, assess equipment operability and access based on terrain and topography.
 - Assist with procurement of professional contractors through a competitive bid process. **This position will not operate chainsaws or other forestry equipment;** rather this position will coordinate with contractors and other organizations to implement forest management practices.
 - Coordinate with co-workers, landowners, contractors, grantors, researchers, agencies, non-profit organizations, volunteers, and other stakeholders to successfully implement projects.

Outreach and Development

- Plan and attend collaborative partnership and community meetings, give presentations, and host field tours involving landowners, contractors, grantors, researchers, agencies, non-profit organizations, and other stakeholders.
- Engage with the Boulder Valley & Longmont Conservation Districts Boards of Supervisors to maintain and improve Conservation Districts programming.
- Provide technical assistance toward the creation of educational and promotional documents, presentations, and other products

Required Job Functions

Employee must be able to:

- Speak, read, and write the English language
- Sit at a desk and use a computer: read the screen, type on a keyboard, use a mouse, and use other peripheral devices as needed
- Use a touch-screen tablet, phone, or other mobile device
- Work safely outdoors, alone and as a team, during all seasons and weather conditions to complete required field work; walk and hike over steep, uneven terrain all day; use a map, compass, GPS, and other equipment; carry up to 30 pounds
- Safely operate a four-wheel-drive vehicle in urban and rural (mountain) settings on interstates, freeways, highways, surface streets, narrow roads, dirt roads, and off-road
- Employee must provide their own boots, clothing, and other personal gear for field work during all seasons.

- Employee must be willing to use their own cell phone for work purposes when in the field. Employee will be reimbursed a flat rate by the Boulder Valley & Longmont Conservation Districts.

Necessary Skills

Soft Skills

- Possess a genuine interest in conservation of natural resources
- Work collaboratively with people and be a team player
- Strong organizational skills and efficient time management skills; and ability to manage tasks, multifaceted projects, computer files, supplies, etc.
- Self-motivated, self-directed, innovative, and enthusiastic
- Flexibility to perform a variety of duties and adapt to changing situations
- Excellent communication skills, both verbal and written
- Problem solving skills, inter-personal skills, and customer service skills
- Maintain a positive attitude, enjoy working with people, and respect different viewpoints
- Committed to safety, quality, and professionalism
- Discretion in maintaining confidentiality of cooperator business and records

Hard Skills

- Possess a working knowledge of general ecological principles, resource management techniques, Colorado Front Range ecosystems, and forest and fire ecology in the Western United States
- Ability to read and interpret scientific and technical information related to natural resources and the environment
- Technical writing – write effectively and efficiently on topics involving forestry and natural resources
- Ability to develop and deliver visual presentations for a variety of groups, that may or may not be familiar with natural resources topics
- Efficient in basic computer use and able to learn new technology and software

NOTE: This job description is not intended to be all-inclusive. Employee will perform other related duties to meet the ongoing needs of the organization.

Job Qualifications

Minimum Qualifications

- Able to pass criminal background check
- Bachelor's degree AND at least one year of work experience in forestry, natural resource management, ecology, environmental science, or a related field
- Experience driving a vehicle in the mountains

- Experience with the following computer software applications: Microsoft Office Suite (Word, Excel, Power Point), Google Suite (such as Drive, Gmail, Calendar, Docs, Sheets), ESRI ArcMap (data management and organization, basic geoprocessing, map building)
- Hold or ability to obtain a valid Colorado driver's license
- Experience working outdoors doing the duties described above
- Ability to work weekend or evening hours on occasion

Preferred Qualifications

- Experience administering EQIP
- At least one year of job experience working in forestry in the Western United States
- Experience in planning or implementing conservation on private lands

Application Instructions

Directions: Please compile, in order, all four application items listed below into a single attachment (PDF or Word document) and email to bldrvalleyandlongmontcds@gmail.com – and put “Forester Application” in the subject line. Please use this naming convention when naming your attached application file:

“Application_Forester_2021_YourLastName”

Required Application Materials:

1. Cover letter (one page, one-sided)
2. Résumé
3. Name, contact information, and relation for three professional references
4. College/university transcripts (photocopies acceptable)

Questions about this position can be referred to Vanessa McCracken, the Boulder Valley & Longmont District Manager, at bldrvalleyandlongmontcds@gmail.com.