



JOB ANNOUNCEMENT & REQUEST FOR APPLICATIONS

POSITION TITLE: DWC Program Assistant

CONTACT: Nina Willams, nina@dwrfcollaborative.org

Dolores Watersheds Collaborative (DWC) Program Assistant Position Summary

The DWC Program Assistant will work collaboratively with the coordinator and stakeholders in all programs of the Collaborative: Outreach and Education; Resilient Forest and Communities; Forest Products Industry Development; Collaboration with Land Management Agencies; and Collaborative Effectiveness. Particular focus will be on supporting outreach and education and collaborative effectiveness through meeting and event coordination, recording, stakeholder communications and collaborative administration. This is a part-time position working remotely with travel to meetings and events. This position does not supervise paid employees.

Dolores Watersheds Collaborative

The Dolores Watersheds Collaborative (DWC) is an inclusive group that shares knowledge and resources and implements projects to enhance ecological resilience and wildfire readiness in the upper Dolores and surrounding watersheds of southwestern Colorado. Operating since 2015, DWC provides a forum for developing collaborative approaches to forest management, monitoring, and reducing wildfire risk to communities. DWC focuses on landscape-scale cross-boundary efforts and has been instrumental in securing and advancing initiatives like the SW Colorado Rocky Mountain Restoration Initiative (RMRI), SW Colorado Collaborative Forest Landscape Restoration Program (CFLRP), Colorado Strategic Wildfire Action Program (COSWAP), and others. Our vision is a resilient and adaptive upper Dolores River watershed that provides ecosystem services, maintains ecological integrity, and sustains community values in the face of environmental change, supported by a diverse and active collaborative group. DWC is a 501(c)3 non-profit through its fiscal sponsor, Onward! A Legacy Foundation. www.dwrfcollaborative.org

JOB DUTIES

Education and Outreach

Engagement

- Enhance DWC's community presence and engagement by attending and coordinating community events and conducting internal and external communication to support community wildfire risk reduction and enhance watershed resilience.
- Maintain and enhance information dissemination through DWC website through regular updates and develop additional material as identified by the coordinator and education and outreach committee.
- Assess collaborative participation and work with coordinator to maintain and enhance diversity of participants.

Outreach support

- Provide social media content and develop handouts for public meetings/field tours, agency planning processes and relevant information; gather photos and perform interviews.
- Contribute content and create newsletters.

Program support

- Plan and attend public meetings and field and industry tours with agencies, stakeholders and community members; help coordinate agenda items and speakers. Identify/book meeting locations, manage sign-ups, meeting information dissemination, note-taking, set-up and break down.

Collaborative Effectiveness

- Attend and assist with planning and recording of monthly stakeholder meetings, monthly coordinating team meetings and field tours.
- Assist in supporting cross-boundary activities through collaborative planning, seeking funding, and expanding implementation to reduce wildfire risk and enhance watershed resilience.

Science and Monitoring

- Assist with coordinating science monitoring activities, facilitating communication between collaborators and supporting related outreach efforts.

Socioeconomic benefits

- Support DWC and regional efforts to expand forest products industry, wood utilization and workforce development to benefit local communities.
- Support collaborative efforts related to socioeconomic tracking/monitoring to help assess collaborative and forest management benefits to local communities.

Resilient Forest and Communities

- Work with coordinator and stakeholders to identify ways to improve watershed and forest resilience, including research and monitoring and information sharing.

General Administration

- Responsible for accurate meeting recording, note-taking and dissemination.
- Maintain and update Google Drive folders and backups
- Assist in the development, budgeting, tracking and reporting of funding (grants and donations) and accounting for the Collaborative.
- Assist with the development of annual work plans.

POSITION QUALIFICATIONS

The ideal candidate has a strong interest in working with diverse people and interest groups to steward forests and watersheds for community benefit and ecosystem resilience.

Required Qualifications, Skills, and Abilities

- Experience working with organizations or diverse stakeholders to achieve common goals, preferably in forestry, natural resources, collaborative conservation, nonprofit management, or related field
- Excellent written and verbal communicator; experience writing articles and announcements
- Experience with WordPress or equivalent website management, or ability to learn
- Effective at building and maintaining relationships with individuals and organizations across a wide range of interests, experiences, and perspectives
- Experience planning meetings and recording proceedings accurately
- Project and basic fiscal management skills/experience, including grant administration, budget and expense tracking and reporting
- Ability to work independently and professionally, establish work priorities, and work as part of a team
- Basic computer skills - Google Suite, Microsoft Office, Zoom, WordPress
- Understanding of or willingness to learn basic natural resource management concepts, especially as they relate to public and private forest and watershed management and conservation
- Be a resident of Montezuma or Dolores County or able to travel to counties multiple times per week (or willingness to relocate).
- Valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date, reliable transportation, ability to work from home with adequate internet service.

Desired/Preferred Qualifications, Skills, and Abilities

- Bachelor's degree in forestry, watershed science, natural resources, or related field.
- Interest on and/or working knowledge of forest ecology, watershed science, fire ecology and/or forest products industry issues especially in the Four Corners Region
- Experience and history with collaborative natural resource management
- Knowledge of and experience working with land management policies and procedures, including NEPA
- Ability to support and/or facilitate conversations about management and monitoring
- Working knowledge of GIS mapping software to support projects and outreach
- Interest in and ability to participate in large-scale management programs and activities
- Experience collaborating on funding opportunities with multiple organizations
- Experience writing and managing grants

COMPENSATION

\$24-26/hour, 20 +/- hours/week. Depending on hours worked, paid holidays, vacation and sick leave may be available. Flexible but regular schedule. Employer does not contribute to health insurance. The program assistant will be an employee of Onward! A Legacy Foundation.

TO APPLY

Submit a cover letter and resume to nina@dwrfcollaborative.org. Incomplete packages will not be considered. Applications will begin to be reviewed July 8, 2024, and applications will be accepted until the position is filled.

DWC does not discriminate on the basis of race, color, national origin, disability or gender.