



JOB OPPORTUNITY: Wildfire Risk Mitigation Specialist

Role of Executive Director

The Executive Director (ED) will report to SPAWP's President and will be responsible for overseeing implementation of SPAWPs projects, educational programs, and organization administration.

Responsibilities. The Executive Director will coordinate SPAWP's activities, including:

- Project Implementation, coordination and reporting to CO-CO, CSFS, and other grantors
Compile invoice and monthly status report on AIM Grant activities to SPAWP President for distribution to CO-CO.org.
- Supervise work of Wildfire Mitigation Team.
 - Participate in hiring of the Wildfire Mitigation Specialist (WMS) and supervise WMS' activities which include the following:
 - Training programs for property owners and WMS trainees in HIZ/d- space and shaded fuel break assessment; S-212 sawyer training with LaVeta Trails, LVFPD, and UHFPD; "Tools of the Trade" courses on efficient fuel reduction; Mitigation 101 with Fire Adapted Colorado (FACO); and chipper use.
 - Recruitment, training and supervision of WMS trainees and quality control inspections of their work.
 - Fuel reduction project planning and supervision on 2 demonstration plots in Gardner in collaboration with the Upper Huerfano County Fire Protection District and 1 project in Wahatoya.
 - Preparation of 3 new Firewise Community Wildfire Risk Assessments (FCWRA)
 - Fund studies by Fire Behavior Expert as specified in the AIM Grant. On completion of studies coordinate review by Upper Huerfano and LaVeta Fire Protection Departments, Huerfano County, prospective Firewise Communities, and other interested parties.
- Establish Partnerships with community organizations, businesses, and utilities.
 - Meet with Huerfano County Commissioners and County Administrator to discuss SPAWP's objectives and goals.
 - Attend meetings of local organizations, businesses, utilities and HOAs to provide a minimum of 15-minute PowerPoint presentation to educate attendees as to SPAWPS goals and accomplishments. Promote membership in SPAWP's HOA Advisory Committee. Maintain contacts list of meetings and results.
 - Organize 1-2 meetings with SPAWPs HOA Advisory Committee members to present SPAWPs goals and accomplishments and promote membership renewal.
 - Organize 1 meeting with SPAWP's larger Advisory group which includes County officials; CSFS, US Forest Service, BLM, and other relevant organizations to promote information sharing on plans and activities
- Recruitment and organization of volunteers
 - Work with the SPAWP Board to identify opportunities for volunteers as well as community members who can assist SPAWP in project implementation, Public Outreach to HOAs and other local organizations, promotion of SPAWP and SPAWP's educational activities.



- Identify potential members for SPAWPs Board Nominating Committee (June 2021) and Board.
- Coordinate with Public Outreach Committee to ensure content is provided on a weekly basis and news articles appear at least monthly in the World Journal.
- Development of SPAWP documentation systems including:
 - Tracking system for WMS and trainee's hours and work.
 - System for retaining documents (grant applications, invoices, etc.)
 - System for tracking volunteer hours by project.
 - Database of property owners and mitigation projects
 - Database of local contacts.

Knowledge, Skills and Abilities

- Strong financial management skills, including budget preparation, analysis, and reporting
- Knowledge of MS Office
- Demonstrated ability to oversee and collaborate with staff
- Excellent, enthusiastic communication and presentation skills
- Willing to develop understanding of wildfire mitigation best practices and programs.
- Must have strong relationship with and knowledge of Huerfano County, residents, and organizations.

Education and Experience

- Bachelor's Degree or commensurate experience.
- Two or more years of management experience with successful project management and organizational experience.
- Experience working with professionals as well as volunteers.

Location, Hours and Compensation

- Work remotely, but must have base located in Huerfano County, CO
- Regular travel will be required within SPAWP's service area. Overnight travel will be limited.

Application Process

Interested candidates should submit a resume and cover letter, including references to:

mail@spawp.org

Website is: www.spawp.org

Job Type: Part-time Contractor. No overtime or benefits are included. As a 1099-status contractor, selected Executive Director will be responsible for paying own payroll taxes.

Hours: Approximately 750 hours per year. Work schedule will be seasonal with a heavier workload from late spring to fall. Flexible schedule. Occasional work on weekends may be required.

Pay: \$30,000 per year