



## Forest Project Manager

The Watershed Center is please to advertise a new full-time, exempt, and salaried Forest Project Manager position. The office location for this position will be either 6800 Nimbus Road, Longmont, CO 80503 or 900 Lefthand Canyon Dr, Boulder, CO 80302 with the option to utilize a hybrid home/in person office approach as appropriate for the demands of the job and needs for in person meetings. The Watershed Center offers a competitive benefits package which includes generous paid vacation, holiday, and sick time, an IRA with 3% company match, and excellent health insurance that is 100% paid for by the Watershed Center. The salary range for this position is \$45,512 to \$75,853. Please note that this salary range describes the full range for this position and the hiring range is likely \$50,000 to \$70,000.

### Background Information

The Watershed Center is growing and we invite you to join us! Since 2004, the Watershed Center has been protecting and restoring watersheds for people and the environment using a collaborative and science-based approach. We pursue our mission across four core programs: Forest, River, Science, and Community.

Through these programs, we respond to the needs of our watersheds and communities. Over time these needs have included mine impacts, river restoration, adaptive management, fish passage, fire recovery, stewardship, outreach, education, monitoring, and forest management, among many others. Today our watersheds are facing increasing risk from wildfires and our communities and stakeholders are asking for science-informed planning and decision-making in how we prioritize projects and manage watersheds.

The Watershed Center is responding to these needs by growing capacity in our Forest and Science Programs. We are by hiring three new positions: Forest Program Manager, Forest Project Manager, and Science Program Manager. To fill these positions we are seeking creative and collaborative individuals who are passionate about science and community, and want to impact positive change in our watersheds!

The description below provides position-specific highlights for the **Forest Project Manager**. The Watershed Center's standard Project Manager Job description is also attached.

### Forest Project Manager Position Highlights

- Develop cross-boundary forest management plans and projects for public and private landowners through all stages of a project.
  - Identify high priority project areas using existing community data, county-wide focus area mapping process, ArcGIS, and other spatial data management tools.
  - Use industry-standard modeling (e.g. FVS, growth/yield modeling, etc.) and forest inventory tools for developing forest management plans.
  - Conduct outreach to landowners within high priority areas.
  - Identify ideal operational units for implementation.



- Write plans to meet Watershed Center’s goal of producing 4,000 acres of forest management plans in next three years.
- Identify and pursue funding for project implementation phases in collaboration with partner agencies.
- Oversee project implementation.
- Act a subject matter expert for forest management projects.
- Manage all aspects of project strategy and performance.
- Work with landowners and project stakeholders to get buy-in for project plans.
- Develop and implement pre-project and post-project monitoring plans with Watershed Center science staff.
- Work as part of small but mighty team of collaborative non-profit staff that work hard towards our mission.

### **Forest Project Manager Desired Skills and Experience**

- Excellent knowledge of forest restoration, forest ecology, and fire mitigation in Colorado.
- Expert knowledge of landscape and project-scale forest restoration planning and implementation methods and techniques.
- Excellent written and oral communicator with ability to navigate diverse communication needs and styles.
- Detail oriented individual ability to keep up with several simultaneous projects with multiple moving pieces and/or changing needs related to landowners, stakeholders, budgets, grant compliance, weather delays, permit requirements, and others.
- Attentive and active listener that can hear people out and solve problems for the good of all.
- Ability to demonstrate confidence and technical expertise in public presentations and at landowners meetings.

### **How to Apply**

Please email your cover letter and resume combined into a single PDF labeled:

LastName\_Firstname\_2022 to: [applywatershedcenter@gmail.com](mailto:applywatershedcenter@gmail.com) with the subject line “**Forest Project Manager Application.**” The cover letter should clearly demonstrate the applicants’ ability to fulfill the stated duties and meet the qualifications of the position. The ideal candidate will begin employment in February 2022 or sooner.

Review of applications will begin be on-going with priority given to applications received on or before **January 6, 2023**. The position will remain open until filled. The Watershed Center reserves the right to modify this timeline as needed.



## Project Manager/Scientist Job Description

**Position Title:** Project Manager/Scientist

**Employment Status:** Full-time, Exempt, Salaried

**Reports To:** Executive Director or Associate Director

**Office Location:** 6800 Nimbus Road, Longmont, CO 80503 or  
900 Lefthand Canyon Dr, Boulder, CO 80302

**Salary Range:** \$45,512 to \$75,853 annually

### General Description

Under the general direction of the Executive Director or Associate Director, this position serves as Project Manager of one or more of the Watershed Center's program/service areas in a community of diverse situations and needs. Responsibilities include developing and implementing projects, including project plans, outreach, communication, procurement, budget, progress, compliance, oversight, and reporting. The position will require excellent communication, interpersonal, project management, and data skills.

### Supervision Received and Exercised

The Program Manager shall work under the general direction of the Executive Director or Associate Director in carrying out the activities and functions of the Watershed Center. This position may also supervise Watershed Center seasonal technicians and/or volunteers.

### Examples of Duties

**Primary duties include, but are not limited to, the following:**

- As assigned by the Executive Director or Associate Director, the Project Manager maintains responsibility for strategy and performance of projects. This includes but is not limited to:
  - Develops, supports, and/or executes project plans such as concept plans, design plans, research plans, adaptive management plans, data management plans, evaluation plans, monitoring plans, communication plans, outreach plans, restoration plans, and/or stewardship plans.
  - Develops, maintains, and fosters relationships with project partners and landowners, including private property owners, organizations, governments, and agencies.
  - Plans, manages, and implements outreach activities, partner communications, and landowner communication.
  - Manages project expenditures and reporting in accordance with the project budget and reporting requirements.
  - Manages, implements, and/or oversees the project procurement process to ensure compliance with Watershed Center's procurement policy and grant and/or funder compliance.
  - Ensures compliance with the grant requirements, applicable laws, and permit requirements (as necessary).



- Manages and/or oversees consultant or contractor activities to ensure compliance with contract and scope of work.
- Manages and/or oversees technical experts, as needed, to ensure work products meet technical expectations outlined in the scope of work.
- Represents the Watershed Center at conferences, public events, and meetings.
- Contributes to and/or edit organizational reports and presentations.
- Supports grant and/or funding requests by writing grants and/or funding requests and creating maps for grant and/or funding requests.
- Carries out administration tasks and day-to-day management activities.
- Carries out other tasks as assigned by the Executive Director or Associate Director.

### **Desired Qualifications**

- Bachelor's Degree and three or more years' experience working in a professional environment or equivalent.
- Ecology, forest science, natural resource management, or other similar background.
- Proficiency in the use of ArcGIS and spatial data management tools for large-scale projects.
- Proficiency in the use of statistical and data analysis tools such as R.
- Proficiency in the use of MS Word and Excel, as well as ability to learn new computer applications.
- Excellent skills in interpersonal relationships, organizational effectiveness, and community outreach.
- Experience working with a wide range of people with diverse and sometimes conflicting opinions.
- Ability and willingness to work in outdoor conditions and travel to project and field sites.
- Experience with project management, grant compliance, and overseeing consultants.
- Well organized, self-starter, detail-oriented, and adaptable with the ability to manage both routine and complex tasks simultaneously.
- Ability work well in a flexible and collaborative team environment.
- Excellent writing, presentation, outreach, marketing, and public relations skills.
- Ability to work independently, establish work priorities and manage time effectively.
- A valid Colorado Driver's License and ability to pass background check including a good driving record.
- Must have own vehicle, mileage reimbursement available.

### **Working Conditions**

Work is performed inside and outside both day and night, under varying and extreme weather conditions, and could include frequent driving of employee's personal vehicle. Field conditions will include steep, unstable terrain, proximity to fast-moving water, proximity to highway traffic, and typical conditions associated with travel in the foothills and plains of the Rocky Mountain region. Work may include working weekends. Work includes but is not limited to exposure to sun, noise, dust, fumes, smoke, gases, and oils, moving vehicles, lifting and carrying up to 50 pounds, bending, stooping, squatting, crawling, kneeling, pulling, pushing, reaching overhead and above shoulders, use of both hand and fingers, climbing stairs and ladders, walking, standing, and



sitting for extended periods of time. Coordination of eyes, hands, legs, and body is needed. Must have correctable near and far vision, ability to hear, speak, and write. Work also includes the ability to understand and follow oral and written instructions, and the ability to utilize communication equipment.

The Watershed Center is an Equal Opportunity Employer and no otherwise qualified 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 in any phase of employment for this position. Further, the work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3) which states that employment and other economic opportunities generated by HUD assistance shall, to the greatest extent feasible, be directed to low and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

### **Salary and Position Details**

Full-time salaried position, annual salary will be in the range of \$45,512 to \$75,853 annually, depending on skills and experience. Benefits include generous paid vacation and sick time, an IRA with 3% company match, and excellent health insurance that is 100% paid for by the Watershed Center. The expected office for the position will be at the Left Hand Water District (6800 Nimbus Road, Longmont, CO 80503) or the Left Hand Fire Protection District Offices (900 Lefthand Canyon Dr, Boulder, CO 80302). Staff are able to utilize a hybrid home/in person office approach as appropriate for the demands of the job and needs for in person meetings.