



Position Announcement

Title: Conservation Forester

Status: Non-exempt (hourly); Full-time (40 hours/week)

Starting Salary Range: \$48,000 - \$50,000 (depending on experience)

Benefits: Employer-matched retirement, health reimbursement stipend, and paid time off

Location: Lakewood, Colorado

Closing Date: Open until filled
Application review will begin after 2/15/21

Organization Overview: Jefferson Conservation District (JCD), a political subdivision of the State of Colorado (CRS Title 32 and 35), provides natural resources technical assistance to private landowners in Jefferson County and surrounding areas. Our mission is to provide leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment. JCD programming and staff are overseen by a volunteer Board of Supervisors.

Position Overview: Position reports to the Director and undertakes a variety of office (approx. 50%) and fieldwork (approx. 50%) duties in support of JCD's ecological forestry program. This position involves outreach and project management for planning and implementing private lands forest conservation projects. Conservation delivery will occur in collaboration with JCD's federal partner, the USDA Natural Resources Conservation Service (NRCS).

This position is not a federal job. JCD and NRCS are independent and separate employers. NRCS provides office space and logistical support to JCD at the Denver Federal Center. JCD supports NRCS program delivery.

Essential Duties

Forest Management Planning

- Meet with landowners to discuss their natural resource concerns
- Perform fieldwork year-round to collect and organize forest vegetation data; assess terrain for harvest operations
- Implement the NRCS conservation planning process; analyze and interpret data; write forest management plans
- Provide technical information and data for grants

Implement Forest Conservation Projects

- Create plans for forestry/logging contractors and monitor their operations
- On-the-ground project layout: flag boundaries, mark trees with paint or flagging, use GPS units
- Assist with procurement of logging 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 harvest trees and implement vegetation treatments
- Coordinate with co-workers, landowners, contractors, and other stakeholders to successfully design and implement projects (other stakeholders include grantors, researchers, agencies, and non-profit organizations)

Outreach and Development

- Plan and attend collaborative partnership and community meetings, give presentations, and host field tours
- Provide technical information toward the creation of educational and promotional documents, presentations, and other products

These duties are not intended to be all-inclusive. Employee will perform other related duties to meet the ongoing needs of the organization.

Required Job Functions

Employee must be able to...

- Fluently 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- and off-pavement
- Employee must provide their own boots, clothing, and other personal gear for fieldwork during all seasons
- Employee must be willing to use their own smart phone for work purposes (communication and mapping/GIS) when in the field. Employee will be reimbursed a flat rate by JCD.

Necessary Skills

Soft Skills

- Possess a genuine interest in conservation of natural resources
- Work collaboratively with people and be a team player
- Highly organized and efficient in managing time, tasks, projects, computer files, etc.
- Self-motivated, self-directed, innovative and enthusiastic

- Flexible to perform a variety of duties and adaptable to changing situations
- Excellent communication, both verbal and written
- Problem solving skills, interpersonal skills, and customer service skills
- Maintain a positive attitude, enjoy working with people, respect and tolerate different viewpoints and personalities
- Committed to safety, quality, and professionalism
- Discretion in maintaining confidentiality of business 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 pertaining to natural resources
- Ability to develop and deliver visual presentations for a variety of groups
- Efficient in basic computer use, and able to learn new technology and software

Job Qualifications

Minimum Qualifications

- Able to pass criminal background check
- Bachelor's degree AND at least 12 months prior job experience in forestry, ecology, restoration ecology, wildlife management, natural resources, environmental science, botany, biology or a related field
- Experience driving a vehicle in the mountains
- Proficient in 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, creating PDF maps)
- Experience working outdoors doing the duties described above
- Hold or able to obtain a valid Colorado driver's license
- Able to work weekend or evening hours (after 6pm) 3-5 times per year

Preferred Qualifications

- Experience working in forestry in the Western United States
- Experience working with private landowners
- Experience working with logging contractors

Application Instructions

Please combine, in order, all four application items listed below into a SINGLE attachment (PDF or Word document file) and email that attachment to workatjcd@jeffersoncd.com. Do not send application items as separate attachments.

Please use this naming convention when naming your attachment file:

“Application_Forester_2021_YourLastName”

Required application materials:

- 1) Cover letter (one page, one-sided, 12pt font, 1 inch margins)
- 2) Résumé
- 3) Name, contact information, and relation for three professional references
- 4) College/university transcripts (unofficial copies are acceptable)