



## **Position Announcement**

<b>Position Title:</b>	Associate Conservation Forester
<b>Location</b>	Longmont, Colorado - Natural Resources Building, Boulder County Fairgrounds
<b>Employment Status:</b>	Full-time with benefits, 40 hours per week
<b>Salary:</b>	\$25-\$27 per hour; paid monthly
<b>Benefits:</b>	<p>Paid time off for holidays, vacations, and sick leave</p> <p>Health, Dental and Vision Insurance</p> <ul style="list-style-type: none"><li>○ Up to 50% of employee premiums paid by Conservation Districts</li><li>○ Option to add family at employee's expense</li></ul> <p>Life Insurance</p> <p>3% employer-paid retirement contributions</p>
<b>Closing Date:</b>	September 6, 2023

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**Organization Overview** - The Boulder Valley & Longmont Conservation Districts (BVLCD), special districts in the state of Colorado, provide natural resources technical assistance primarily 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** – BVLCD forestry staff work with private landowners/managers as well as federal, state, and local partners, using best-available science, to provide planning, education, and implementation of forest restoration and wildfire mitigation projects to achieve landscape-scale resilience across Boulder County. This position will work collaboratively with current forestry staff on field and office duties.

### **Primary Duties**

#### *In-Office Duties*

- Forest Management Plans (FMPs)
- Complete NRCS planning requirements including Conservation Desktop, CART, and others
- Analyze and interpret data using computer software; compile data, current science (literature review) and prescription/recommendations into a written FMP

- FVS input and analysis
- Contribute to technical writing tasks (Forest Management Plans, grant applications, reports, educational/promotional documents, press releases, etc.)
- Create educational and promotional documents, presentations, and other products

#### *Field Duties*

- Meet on-site with landowners interested in NRCS Forest Management practices to identify goals and develop conservation plans
- Conduct pre- and post-project forest inventories
- Assess sites for feasibility, operability, and access
- Boundary marking and tree marking

#### **Position Requirements**

- Strong organizational skills; 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 deal with unforeseen events.
- 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.
- Demonstrated success in working and communicating with others. This position has a high degree of social interaction – must enjoy working with people.
- Technical writing – write effectively and efficiently on topics involving forestry and natural resources.
- Develop and deliver visual presentations for a variety of groups, that may or may not be familiar with natural resources topics.
- General computing: proficient in Microsoft Office Suite, ArcPro, and able to learn other software programs as necessary.
- Discretion in maintaining confidentiality of cooperator business records.
- Ability to work outdoors, often alone and during all seasons, to complete required field work; hike over steep, uneven terrain; use maps, compass, GPS, and forest inventory equipment.
- Ability to operate 4WD motor vehicle on and off road.
- This position has the potential to grow into a full Conservation Forester position with significantly more project management duties.

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.

#### **Minimum Qualifications**

- Able to pass background check.
- Bachelor's degree and at least 1 year work experience in forestry, natural resource management, or a related field

- Basic understanding of forestry and fire ecology in the western United States
- Experience working outdoors.
- Ability to obtain a valid Colorado driver's license.
- Ability to work weekend or evening hours on occasion.

Directions: Application materials listed below should be compiled into one single electronic document/file (PDF or Word document) and named using this naming convention: "Forester2023\_ApplicantLastname". For example, an application from someone named Sally Smith should read "Forester2023\_Smith". Email the application file as an attachment to this address – [vanessa.mccracken@bvlcd.com](mailto:vanessa.mccracken@bvlcd.com) – and put "Forester Application" in the subject line.

**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 or scans acceptable)

Questions about this position can be referred to Vanessa McCracken, BVLCD District Manager, at [vanessa.mccracken@bvlcd.com](mailto:vanessa.mccracken@bvlcd.com)