



Position Announcement

Title: Conservation Forester

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

Full Potential Hourly Wage Range: \$28.16 - \$39.43

Benefits: Employer-matched retirement, health/dental/vision insurance, paid time off, hybrid work environment including telework options, flexible work scheduling, educational stipend, clothing/field gear stipend.

Location: Jefferson Conservation District's (JCD) office is in Lakewood, Colorado at the Denver Federal Center (but JCD is not a federal agency). JCD's district boundaries are generally unincorporated Jefferson County, and our conservation projects typically occur in the foothills/mountains.

Closing Date: Open until filled, but application review will begin after 2/9/25

Organization Overview: Established in 1942, Jefferson Conservation District, a special district and political subdivision of the State of Colorado, provides natural resources technical assistance to private landowners in Jefferson County and surrounding areas. JCD's mission is to provide leadership, in a partnership effort, to help people conserve, maintain, and improve our natural resources and environment. Current programs focus on forestry and noxious weed management. JCD is 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 private-lands ecological forestry program. This position involves significant project management, landowner outreach, and contractor coordination. This work occurs in partnership with the USDA Natural Resources Conservation Service (NRCS), which provides logistical support to JCD at the Colorado NRCS State Office at the Denver Federal Center (**This position is not a federal job;** JCD and NRCS are separate employers).

Essential Duties

Conduct Forest Management Planning

- Promote JCD's programs with landowners: conduct outreach and education on forest ecology and management; discuss forest management plans and treatment unit design, and project logistics and budgets
- Assess terrain operability for forestry equipment
- Collect and analyze forest inventory data; write forest management plans
- Use ESRI GIS software in the field and in the office; manage spatial data; create maps in ArcPro and ArcGIS Online
- Provide technical information for grants

Implement Forest Management Plans

- Conduct on-the-ground management unit layout:
 - Delineate boundaries with flagging/paint
 - Mark trees with flagging/paint
- Work with private logging contractors
 - Create scopes of work, maps, and operational plans; create RFP's and solicit competitive bids
 - Monitor contractor operations and work quality; communicate concerns; certify completed work meets scope of contract and standards
 - Communicate project updates with landowners as they progress
- This position will not operate chainsaws or other forestry equipment

Outreach and Development

- Plan and attend meetings, give presentations, and host field tours involving landowners, contractors, grantors, researchers, agencies, non-profit organizations, and other stakeholders.
- Provide technical information toward the creation of educational and promotional documents, presentations, and other products.

Coordination with NRCS

Because of JCD's partnership with NRCS, many aspects of the work described above occur within the context of NRCS planning processes and funding programs. Therefore, this position will also:

- Regularly communicate and attend relevant meetings with NRCS employees
- Follow NRCS planning processes and fill out documentation to identify natural resource concerns, develop conservation plans and practices, conduct surveys for NEPA compliance, and assist landowners in applying for NRCS funding
- Utilize NRCS software such as Conservation Desktop and Protracts

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

Necessary Skills

Soft Skills

- Possess a genuine interest in conservation of natural resources
- Work collaboratively with people and be a team player
- Be self-motivated, self-directed, innovative, and enthusiastic
- Have flexibility to perform a variety of duties and adapt to changing situations
- Communicate clearly and confidently, both verbally and in writing
- Solve problems independently and have well-rounded interpersonal and customer service skills
- Maintain a positive attitude, enjoy working with people, respect and tolerate different viewpoints and personalities
- Think ahead and be able to anticipate various situations and outcomes

Hard Skills

- Manage complex projects: be highly organized, detail-oriented, and efficient in managing schedules, task lists, computer files, supplies, and equipment
- Have a working knowledge of general ecological principles and Colorado Front Range forest ecosystems
- Understand scientific and technical information
- Write clearly, concisely, and efficiently, both technically and for laypeople
- Create and maintain spreadsheets, documents, and other project management and tracking tools
- Develop and deliver visual presentations for a variety of groups
- Use basic computer functions efficiently and be able to learn new technology and software

Required Job Functions

- Fluency in written and spoken English
- Ability to use computers and mobile devices
- Ability to work safely outdoors, independently and as a team, during all seasons and weather conditions; hike over steep, uneven terrain; use a map, compass, GPS, and other equipment; carry up to 25 pounds
- Ability to safely operate a four-wheel-drive vehicle in urban and rural mountainous settings on- and off-road.
- During the first year of employment, employee must provide their own boots, clothing, and other personal gear for field work, after which they will receive the clothing and field gear stipend benefit

Job Qualifications

Minimum Qualifications

- Able to pass criminal background check
- Bachelor's degree in forestry, ecology, restoration ecology, wildlife management, natural resources, environmental science, botany, biology or a related field
- At least 12 months of natural resource-related job experience in the Western U.S.
- 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
- Experience driving a vehicle in the mountains
- 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 with private landowners
- Experience working with logging contractors
- Experience working with NRCS
- 18 months of forestry-related job experience carrying out the essential duties described above

Application Instructions

Please email your resume as an attachment to:

jcd@jeffersoncd.com

Additionally, if you have graduated with your bachelor's degree less than 3 years ago, please provide a copy of your transcripts combined into a single attachment with your resume. Use the below naming convention for your resume attachment (and transcripts, if necessary), and also use it for the subject line of your email.

“Application Forester January 2025 YourLastName”