



## **Position Announcement**

**Title:** Natural Resource Specialist

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

**Full Potential Hourly Wage Range:** \$27.56 - \$38.59

**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 on 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

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**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. Our mission is to provide leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment. Under a broad vision of watershed restoration, current programs focus on forestry, noxious weed management, and stream restoration. JCD is overseen by a volunteer Board of Supervisors.

**Position Overview:** Position reports to the Director and undertakes a variety of office/computer and fieldwork duties (about a 50/50 split over the course of a year). Supporting JCD's grant administration year-round is a major focus of the office/computer work. Noxious weed inventory and program support during the summer/fall is the primary fieldwork focus of this position. Occasional support of other conservation programs will occur as well.

## **Essential Duties**

### **Grant Administration**

- Research available public and private grants
- Coordinate with internal staff to apply for grants
- Coordinate with external partners and attend meetings to collaboratively apply for grants
- Coordinate all aspects of awarded grants including contracting, tracking, reimbursements, and reporting

## **Technical Conservation Program Work**

In coordination with other JCD staff:

- Collect spatial data, perform simple analyses, and create maps using GPS devices, mobile devices, and computers and software such as ESRI ArcGIS and Avenza
- Communicate with contractors and landowners as directed
- Conduct on-the-ground surveys of native and exotic vegetation and trees, cultural resources, and other land and water resources
- Observe and record information about on-the-ground activities of JCD contractors
- Flag/mark boundaries and trees
- Occasionally use hand tools such as shovels, rakes, and clippers.

## **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 all day; use a map, compass, GPS, and other equipment; carry up to 30 pounds
- Ability to safely operate a four-wheel-drive vehicle in urban and rural (mountain) settings on- and off-road.

## **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**

- Project management
- Working knowledge of general ecological principles, resource management techniques, and Colorado Front Range ecosystems
- Colorado Front Range plant identification
- Understanding scientific and technical information
- Clear and efficient technical writing
- Spreadsheet creation and management
- Highly organized and efficient in managing schedules, tasks/lists, complex projects, computer files, supplies, etc.
- Ability to develop and deliver visual presentations for a variety of groups
- Efficient in basic computer and GIS software; able to learn new software

This job description is not intended to be all-inclusive. Employee will perform other related duties to meet the ongoing needs of the organization.

## **Job Qualifications**

### **Minimum Qualifications**

- Able to pass criminal background check
- Bachelor's degree in **AND** at least 12 months of job experience in vegetation management, invasive plant ecology, range management, natural resources, environmental science, botany, restoration ecology, soils, forestry, or a related field. Job experience **MUST** include noxious weed identification (for species common in Colorado).
- Experience driving a vehicle in the mountains
- Experience with the following computer software applications: Microsoft Office Suite (Word, Excel, Power Point), Google Suite (such as Drive, Gmail, Calendar, Docs, Sheets), ESRI ArcGIS (data management and organization, basic geoprocessing, map building)
- 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 a few times per year
- 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

### **Preferred Qualifications**

- Grant experience
- Project management experience
- Experience working with private landowners

## **Application Instructions**

Please email your resume package as an attachment to: [jcd@jeffersoncd.com](mailto: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 Natural Resource Specialist 2025 YourLastName”***