

# Staff Position Description

**Title:** Fire and Forestry Coordinator

**Starting Salary Range:** The starting salary range for this position will be in the \$47,700 to \$49,100 range, depending on experience, education, and skills relevant to the position. Please note that the indicated starting salary range describes the range for an incumbent in this position. Most new staff generally start at the beginning of the range percentile to ensure internal salary equity.

**Location:** Durham, North Carolina

**Status:** Full time, exempt, part time remote eligible

**Benefit Eligible:** Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off per Personnel Policies

**Reports to:** Program Director

## Organizational Summary:

Conservation Legacy is a nationwide youth development and conservation non-profit that engages participants in diverse conservation and community projects that serve public and private lands. Through the mission of engaging future leaders who protect, restore and enhance our nation's lands through community-based service; Conservation Legacy works toward a world with healthy lands, air and water; thriving people and resilient communities. Conservation Corps North Carolina (CCNC) is a program of Conservation Legacy. The mission of CCNC is to empower young adults through meaningful outdoor work that benefits North Carolina's land and water and creates healthy communities. CCNC partners with public land managers in North Carolina to engage motivated youth and young adults to complete challenging and impactful conservation service projects throughout the region. Projects may include trail construction & maintenance, habitat improvement, hazard fuel reduction, and ecological restoration. Crews and Individual Placement interns may also complete technical and/or specialized projects depending on project partner needs. CCNC operates programs statewide and year-round with nearly 200 program participants and leaders served in 2022.

## Position Summary

The Fire and Forestry Coordinator leads CCNC's statewide fire program and assists forestry program operations. The position's primary focus is to create and maintain safe, quality, and highly effective operational programming for young adult fire and forestry crews while maintaining positive partner relationships. Duties and responsibilities will include supervise and mentor fire and forestry crews including coordination of their training, scheduling of their project work, and management of their learning and development, regularly scheduled field visits to crews, administrative duties related to project preparation for crews, facilitating fire and forestry related trainings, member and leader mentorship, gear and equipment management, daily logistics coordination and planning, and recruitment.

## Outcomes & Functions of Position:

### Position Supervision and Logistics

- Supervise, schedule, and mentor multiple fire crews composed of 4-8 personnel each.

- Coordinate prescribed fire operations and activities on low and moderate complexity burns including schedule decision making based on burn conditions and available resources while working closely with individual burn bosses/NC Certified Burners, and fire management agencies.
- Maintain regular and frequent communication with crews.
- Provide technical field support for crews.
- Provide logistical support for crews in various locations across North Carolina.
- Facilitate as lead or support in fire and forestry related trainings such as S212 chainsaw and prescribed fire related trainings.
- Facilitate driver training for leaders and members as needed.
- Collaborate with CCNC staff to supervise and manage crews in and around the shop, including the management of gear, tools, and equipment.
- Manage inventory, repair, assign, and purchase fire equipment & chainsaws, hand tools, camp equipment, and supplies as needed and related to fire and forestry crews.
- Work with CCNC staff as needed in the timely repair and maintenance of CCNC fleet vehicles and trailers associated with fire and forestry crews.
- Maintain and create organizational systems for logistical management related to fire and forestry.
- Respond to crew emergency situations, including last-minute travel and overnight stays.

#### **Partner Relations & Communications**

- Manage continuous and effective communication, collaboration, and consensus building internally and externally with forest management cooperative partners and landowners.
- Represent CCNC in relevant conservation and fire partnerships and continuing education opportunities.
- Facilitate crews' attendance to technical trainings supported by partner organizations.
- Facilitate consistent field operations and share best practices/learning lessons.
- Work to maintain high retention and satisfy partners through consistent communication.

#### **Program Support and Administration**

- Enforce and monitor appropriate risk management and all CCNC Policies and Procedures across the program; review, digest, and follow up on incident reports, vehicle accident reports, and worker's compensation claims.
- Actively recruit, interview and support onboarding for fire and forestry members and leaders.
- Complete field site visit reports and regular check-ins with the CCNC Program Director.

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- Acquire and maintain relevant certifications necessary to perform/train chain saw and prescribed burning operations.
- Collaborate with staff and program partners to seek out new fire program opportunities.
- Collect and compile information for reporting and internal/external news and reporting, including but not limited to AmeriCorps and project performance reporting.
- Collaborate with crews and staff to maintain and improve program operations and quality.
- Work to maintain high retention and satisfy partners through regular communication with crews.
- Coordinate, review, and follow up on completion and quality of intra-crew evaluations.
- Ensure that timesheets are completed promptly and correctly.

### **Organizational Advocacy**

- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

**Other “Hats” You May Wear:** Customer Service, Relationship Development, Marketing, Administrative, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor

### **Physical Requirements:**

*Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.*

### **Qualifications:**

- Demonstrated experience with prescribed burns and interpreting written prescribed burn plans.
- Able to prioritize tasks and remain organized; Able to divide focus between multiple field crews with various abilities, support needs, and staggered schedules.
- 2+ years’ experience working in fire operations or related experience in forest management.
- Hold a current Fire Fighter Type 2 Certificate and ability to annually maintain certificate.
- Hold a current S-212 or equivalent chainsaw certification, with a desire to work towards the intermediate level of certification (B Faller, FAL 2).
- Extensive knowledge of Fireline operations.
- 2 years’ experience leading corps, agency, conservation crews or staff related to fire and forest management.
- Experience successfully working on small teams and managing conflict in small groups.

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- Experience maintaining and managing tools and equipment related to fire and forestry, including chain saws.
- Experience with influencing diverse groups of employees to achieve common goals.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- Able to carry out assigned work independently, while also able to work well with others and to seek assistance when needed to carry out assignments.
- Ability to communicate effectively, manage complexity, cultivate innovation, drive and influence results of oneself and others.
- Hold current CPR & WFR or WFA or the ability to obtain once hired.
- Familiarity with computer use, programs, and databases such as Microsoft Office programs and applications, or similar platforms.
- Exhibits the ability to effectively work on diverse teams and with a variety of populations, including those underrepresented at our organization and those of Black, Indigenous and People of Color communities.
- Ability to keep others, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record.
- Must be able to pass the organization's criminal history check requirements.

**Preferred Qualifications:**

- Familiarity with North Carolina ecosystems and local conservation organizations.
- Associates or higher degree in Forest Management or similar conservation field.
- NC Pesticide Applicator certification and license or willingness to obtain.
- Fire Fighter Type 1 Certification or other advanced fire certification.
- Experience in wildland firefighting.

**Other Competencies Desired for this Position's Success:** Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

**To Apply:**

1. Send Cover letter and resume to Andy Sommerville at [asommerville@conservationlegacy.org](mailto:asommerville@conservationlegacy.org)
2. Cover Letter Must Include:

Subject line includes "Applicant\_(Your Name)".

Cover Letter must include a response to the following: *Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.*

*Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Where a significant portion of the population eligible to be served needs services or information in a language other than English, the*

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*recipient shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.*

*We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.*