

PROJECT MANAGER WILDLANDS RESTORATION VOLUNTEERS



Status: Full-Time
Location: Fort Collins or Longmont, CO (partially remote)
Job Announcement Date : December 9, 2023

Wildlands Restoration Volunteers seeks an experienced individual who is passionate about WRV's mission to heal the land and build community to plan and lead volunteer projects in multiple WRV program areas. This Project Manager position is part of our Program Team, which collectively plans and implements around 200 restoration events across Colorado each year. Spanish skills are strongly desired in all WRV Program Team positions.

The Project Manager is a mid-level position which plays a key role in carrying out the dual mission of Wildlands Restoration Volunteers. This position is primarily responsible for developing and managing a portfolio of projects and partnerships in one or more WRV program areas. The Project Manager ensures that volunteer leaders are appropriately involved and empowered in fulfilling project goals. This position works to provide tangible results for our land management agency partners while delivering a rewarding experience for our volunteer community.

Individuals should have previous experience (or sufficient interest and background to quickly gain the necessary skills with on-the-job training and mentoring) in at least one of the following WRV program areas:

- Forests (fire mitigation, post-fire restoration, tree planting, cone collection, chainsaws)
- Rivers (in-stream structures, beaver dam analogs, willow harvests, plantings)
- Weeds (removal of various target species, community engagement/education, seeding)
- Trails (construction, maintenance, rock work, social trail closure, crosscut saws, bridges, other structures)
- Habitats (wet meadows, Zeedyk rock structures, road closures, erosion control, wildlife-friendly fencing)

The Project Manager position is ideal for individuals who want to make a difference by mobilizing people to care for Colorado's wild spaces. This position builds upon the skillset of the entry-level Project Coordinator by taking ownership for assigned projects and partners throughout the entire process from initial idea generation to final reporting. In this way, Project Managers contribute to the ongoing development of WRV's programming. This is a full-time, year-round position with a hybrid remote/in-person schedule. Weekly in-office days are either in WRV's Fort Collins or Longmont offices.

REQUIRED SKILLS:

- Natural resource background or equivalent skills (previous work experience and/or a degree in Ecology, Biology, Botany, Watershed Science, Forestry, Natural Resource Management, Landscaping, Nurseries, Farming, Outdoor Education, Parks Management, or related fields)
- Project management skills or experience coordinating complex events
- Experience planning and leading restoration projects, outdoor stewardship activities or other forms of outdoor leadership
- Experience with volunteer engagement or group leadership
- Excellent communication and interpersonal skills with diverse stakeholders, which could include volunteers, partner organizations, funders, vendors or members of the public
- Strong teamwork skills
- Computer proficiency, including Microsoft Office
- Willingness to work evenings/weekends and travel occasionally in-state, as needed
- Able to balance multiple projects and deadlines
- Community-oriented, flexible, and reliable

DESIRED SKILLS:

- Spanish speakers are **very highly encouraged** to apply, as WRV aims to increase our number of staff members capable of running bilingual events. Proficiency in Spanish may substitute for other required experience above.
- Experience building partnerships and collaborations
- Experience with grant-writing, research, budgeting, or reporting
- Experience working and building relationships with diverse communities
- First Aid/CPR, Wilderness First Aid, or Wilderness First Responder certification (training provided if not currently certified)
- Knowledge of native and invasive plant identification
- Experience with a variety of ecological restoration techniques
- Experience with trail maintenance and construction
- Experience with GIS or Google Earth mapping
- Qualified and experienced in chainsaw (S212 certification); prefer Faller-B or equivalent
- Qualified and experienced in crosscut saw
- Ability to safely use trucks and trailers on uneven terrain; experience with trailer safety, DOT laws, ATVs and use of power tools

WILDLANDS RESTORATION VOLUNTEERS

Project Manager

Job Description

Project Management (85%)

- Works with existing partners and funders, follows up on leads, and builds new relationships in order to develop volunteer projects in fulfillment of WRV program objectives
- Develops, applies and shares technical skills and knowledge in one or more of the following WRV program areas: Forests, Rivers, Weeds, Trails, or Habitats
- Plans and implements specific volunteer projects, serving as “WRV Staff Liaison” (WSL, pronounced “whistle”) on project days as assigned. This role includes:
 - Coordinating logistics and ensuring a safe, positive, and productive environment
 - Communicating with volunteers and conducting project-related outreach
 - Coordinating with land management agencies to ensure technical needs are met
- Proactively involves volunteer leaders in project planning and implementation, as appropriate
- Communicates in a clear, timely and courteous fashion with volunteer leaders and crew members
- Incorporates Diversity, Equity and Inclusion principles in project planning and implementation
- Coordinates with senior Program Team leadership on overall program goals

Program Team Support (10%)

- Manages specific operational tasks for the entire organization
- General administrative support, as required

Supervision (5%)

- Acts as a functional supervisor to any Program Team staff to whom volunteer projects have been delegated, providing mentoring and technical oversight
- May in time provide primary supervision and guidance to a Seasonal Project Coordinator

APPLICATION PROCESS: Please email your resume and cover letter to jobs@wlr.org. Applications will be reviewed starting January 8th and will continue to be reviewed until all positions are filled.

COMPENSATION: This position has a salary range of \$44,000-\$50,000, commensurate with experience. This is a non-exempt position. Employee will earn overtime pay when they work over 40 hours in a week, or 12 hours in a day. WRV offers employees a competitive benefit package including group health insurance, paid time off, paid holiday time off, and Simple IRA enrollment. Additional benefits include discounted pro-deals and professional development opportunities.

ABOUT WILDLANDS RESTORATION VOLUNTEERS - WRV is a 501(c)(3) non-profit organization, based in Boulder/Longmont and Fort Collins, Colorado. WRV connects people with nature and promotes community-based involvement in the care of public lands. We engage volunteers (youth and adults) in a wide variety of hands-on ecological restoration and other land stewardship activities. Volunteers see the positive impact they can have on our public lands and develop a deep love of the places they have helped to heal. As a force for empowering individuals to "make a difference," since 1999, we have completed over 1,350 projects, with over \$14 million of volunteer time contributed toward the stewardship and restoration of Colorado public lands. WRV is committed to providing an inclusive environment for our community. We welcome and value all ideas, experiences, and abilities, and we encourage individuals with diverse perspectives and backgrounds to apply. Before applying for this position, we strongly recommend you visit our website at www.wlrv.org.

INCLUSIVENESS STATEMENT : WRV is committed to creating an environment for our community that attracts, supports, and engages all people, regardless of differences in experience, background, access to resources, or historical representation in our work. We welcome and value all ideas, experiences, and abilities, and we encourage individuals with diverse perspectives and backgrounds to apply regardless of whether they meet all of the required skills listed above. We believe that diversity strengthens our community and seek to provide an inclusive environment for all staff and volunteers.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. Selection and retention in this position is contingent on a successful background investigation. Wildlands Restoration Volunteers does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

WRV will provide reasonable accommodation to applicants with disabilities, where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact WRV directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

PHYSICAL DEMANDS:

- Ability to operate computers, phones, mobile devices and office equipment
- Ability to interact with volunteers, youth, and agency personnel on a daily basis
- Able to work for long periods of time without break
- Ability to sit at a desk for long periods of time
- Must be able to lift a minimum of 50lbs
- Must have a current and valid driver's license and auto for transportation
- Ability to successfully manage multiple, high-priority tasks in a fast-paced environment