

POSITION ANNOUNCEMENT



PROGRAM MANAGER

1 full-time, salaried exempt position available

Announcement Date: October 3, 2019

Application Deadline: Applications will be accepted on a rolling basis until the position has been filled. It is expected the first round of interviews will commence the week of November 4, 2019 and will continue until the position is filled.

Job Location: Colorado Springs, Colorado

The Rocky Mountain Field Institute (RMFI) is a near 40-year old nonprofit environmental stewardship organization working to protect and conserve public lands in Southern Colorado through volunteer-based trail and restoration projects, environmental education, and restoration research. For more information, please visit www.rmfi.org.

Join a passionate team leading stewardship efforts on public lands in Southern Colorado!

RMFI seeks to hire a full-time, salaried Program Manager to help coordinate RMFI's trail and restoration projects and programs in Southern Colorado and the Pikes Peak Region. This position is one of two PM positions at RMFI; this position is responsible for overseeing a robust project docket while also managing and supervising a team of seasonal field staff (the other PM oversees a suite of projects while also managing the operations and logistics of the field-based programs and projects). This position requires experience leading and managing seasonal staff and volunteers; a strong skillset in on-the-ground trail and restoration techniques; attention to detail; strong conservation ethic; excellent leadership, communication, logistical, coordination, writing, and team skills; excellent people skills; ability to prioritize and work on multiple projects simultaneously; and a desire to implement highly effective projects that help protect public lands and make a difference.

POSITION SUMMARY:

The Program Manager - Personnel (PM) provides leadership and management of RMFI's field-based projects and programs, working in close coordination with the Program Director (PD) and other PM to implement RMFI's mission of environmental stewardship, education, and research. The PM turns plans into action by taking long-range project concepts and plans from the PD and converting them to resourced near-term plans, which field staff then turn into action. The PM is responsible for the direct oversight and management of a team of Field Instructors/Coordinators, field volunteers, youth conservation corps crews, and students/interns in the implementation of field projects. The PM directly oversees the implementation and evaluation of a set of field-based projects and programs; assists with the development of new programs and projects; assists with writing final project reports and project scopes of work; and directly supervises the hiring, training, scheduling, and annual performance evaluation of field staff. The PM and PD

work closely in developing education and stewardship programs to ensure that strategic objectives are achieved. Extensive time in the field is required during the field season from spring to fall (overnight visits will be necessary), however this is primarily an office-based position. A quick clarification of lingo: RMFI completes trail and restoration projects (referring to the on-the-ground work at a specific location) through its stewardship and education programs (participant-specific with a set curriculum and framework, not location-specific).

ESSENTIAL DUTIES and RESPONSIBILITIES:

Managing Field-Based Projects and Programs

- Provide strong and positive leadership, maintain the highest level of program quality, ensure program objectives are met in a safe and productive manner, and assist PD in reviewing potential new projects to ensure they adhere to RMFI's mission.
- Ensure all program/project documentation is accurate and up to date.
- Ensure program goals, objectives, and results meet RMFI standards.
- Assist Program Director and Executive Director with project and program long-range planning. Assist with trail and restoration assessments as requested.
- Coordinate site visits to project locations to develop field plans and scopes of work that effectively meet land manager and/or project funder goals and objectives.
- Prepare work plans and maps of project locations for use in final reports, scopes of work, project planning, and field staff coordination.
- Coordinate work progress, material needs, supplies, etc. with land management partner.
- Serve as senior field instructor in all program areas and program models including, but not limited to instructing, program leadership, staff development, and training.
- Maintain and build field internship program to provide an educational experience in public lands stewardship that supports development of future environmental leaders. Improve pool and consistency of interns.
- Work with Volunteer Coordinator and Program Director to grow RMFI's crew leader program.
- Work with Program Director and Field Coordinator(s) to develop educational modules/curriculum as well as monitoring protocols for relevant project sites.
- Uphold and follow all RMFI policies and procedures.

Personnel Management

- Directly supervise the hiring, management, and scheduling of all seasonal field staff.
- Coordinate annual field staff training covering proper stewardship techniques to ensure those techniques are appropriately applied in the field.
- Ensure expectations of field staff are clearly defined and articulated and that field staff are properly completing all aspects of their positions.
- Seek additional and relevant training opportunities throughout the year to increase qualifications of PM and field staff (i.e., Leave No Trace, S-212 Chainsaw Certification, Crosscut Saw Certification, etc.). When land management policy requires organizational (RMFI) certification of a skill, provide a check of field staff member skills (i.e. check-out of newly-trained S212 sawyers).
- Coordinate mid-season and end-of-year reviews for all seasonal field staff.
- Coordinate scheduling of field staff during the field season. Programs should be staffed for anticipated number of volunteers, so that safety and project objectives can be achieved, and for staff development opportunities (when possible).

Safety Coordinator Duties

- The PM serves as the Safety Coordinator, reporting to the Safety Officer (Program Director) of the organization.
- Ensure safety is an ongoing priority for all projects.
- Create and maintain site notebooks for all projects. Site notebooks are required to include: JHA, emergency communication and contact information, area maps, RMFI Safety Policy, project scopes of work and background information, SOAP forms, Tailgate Safety Meeting forms, extra RMFI release forms, Pinnacol First Report of Injury forms. Site notebooks are critical for maintaining project safety and risk management.
- Provide for processes that ensure the serviceability of first aid kits and associated equipment.
- Provide for processes that ensure safety meetings are conducted, documented, and documentation kept on file. Assist field staff in the development of new safety topics for workdays (6 Minutes for Safety).
- Ensure field staff are familiar with RMFI safety policy and procedures.

Earth Corps Field Studies Program

- Assist with the recruitment and selection of Earth Corps students.
- Work with the Program Director to finalize program curriculum.
- Assist in scheduling guest speakers and lecturers.
- Assist with coordination of all field logistics regarding the Earth Corps program, including set-up and management of basecamp.
- Ensure work and program objectives are met in a safe and efficient manner. Serve as technical advisor for fieldwork to the field staff and students as necessary.

Administrative Duties

- Compile final reports for programs/projects as requested. Include work and volunteer statistics, a narrative of work completed, a narrative of logistics necessary for successful program/project completion, lessons learned, funding sources, and any other pertinent information. Reports should be completed no more than 2 months following project wrap-up or at year-end, whichever comes first.
- Review monthly project financials spreadsheet with Program Director to ensure project expenditures are within the approved budget. Adjust scheduling and project workdays accordingly.
- Assist with grant writing proposals, if necessary.
- Participate in fundraising and special events.
- Other tasks as assigned; RMFI is a small non-profit wherein all members of the staff contribute to the administrative functioning of RMFI.

WORK SCHEDULE:

This is a full-time (exempt) salaried position based in Colorado Springs, Colorado. The position is estimated at 75/25 office time/field time. In order to fully meet the job requirements some travel, evening, and weekend work is required. Overnight camping up to 1-week in length may be required due to the remote location of project sites.

REQUIRED ABILITIES:

- Self-starter who demonstrates the ability to take initiative, set goals, and achieve them both independently and cooperatively as a team member.
- Positive attitude.
- Strong conservation ethic and belief in RMFI's mission.
- Ability to prioritize and work on multiple projects simultaneously.
- Ability to present your ideas clearly and effectively through oral and written communication.
- Ability to think strategically and perform job responsibilities professionally, creatively, and efficiently.
- Ability to respectfully work with a variety of volunteers and students of varying ages and to effectively accomplish project goals. Excellent people skills are a must!
- Ability to work safely in sometimes-stressful conditions.

QUALIFICATIONS & REQUIREMENTS:

- Demonstrated leadership experience in natural resource management.
- Bachelor's degree from an accredited college or university in closely related field preferred.
- Project management/coordination and leading volunteer trail and/or restoration stewardship projects.
- Experience in implementing a variety of on-the-ground trail/restoration techniques is a must.
- Minimum of 2 seasons of experiential education experience teaching to various age groups (K-12, college, adult) is desired and can be in combination with above stewardship experience.
- Wilderness expeditionary experience (Outward Bound, NOLS multi-day course or equivalent) or extensive outdoor experience.
- Experience in writing technical reports and giving oral presentations.
- GIS experience preferred.
- Forestry experience, including S212 chainsaw certification, preferred.
- Ability to participate in vigorous physical activity for extended periods of time at altitudes up to 14,000 ft.
- Wilderness First Responder certification (must have valid certification prior to beginning the job).
- Ability to lift and move a minimum of 40 pounds.
- Valid driver's license.

SALARY AND BENEFITS:

Salary is commensurate with experience and qualifications (anticipated beginning salary between \$38,000-\$43,000/year). This position includes full benefits including paid vacation, federal holidays, and generous Christmas holiday break (ability to earn 32+ days off in first year); sick leave; pro deals with outdoor gear companies; and employer-provided health, dental, and vision insurance. Per RMFI Personnel Policy, full-time employees are eligible for benefits after 90 days of employment. Employees meeting certain tenure requirements are eligible to participate in RMFI's SIMPLE IRA retirement plan including employer contributions of up to 3% to match the employee's contributions to the plan.

HOW TO APPLY:

Applicants should submit a cover letter detailing interest in the position, relevant experience, and qualifications; resume; and the names of three references to jennifer@rmfi.org with subject line "RMFI

Program Manager Position.” No phone calls please. The successful candidate will be required to complete and pass a pre-employment background check.

Applications will be accepted on a rolling basis until the position has been filled. First round of interviews will commence the week of November 4, 2019 and will continue until the position is filled.

The Rocky Mountain Field Institute is committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees, and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex, or sexual orientation.