



Position title: Program Manager

Reports to: Program Director

Status: Full-time, exempt

Salary: \$55,000 - \$60,000

Benefits: Health & dental insurance, simple IRA, paid time off, sick leave, holidays, pro-deals

ABOUT US:

Rocky Mountain Field Institute (RMFI) was founded in 1982 and is a 501(c)(3) nonprofit environmental organization based in Colorado Springs, Colorado, dedicated to the conservation and stewardship of public lands in Southern Colorado. RMFI has impact across Colorado and has grown to work with alpine and mountain terrains, watershed ecosystems, riparian zones and the local foothills. RMFI is committed to protecting and enhancing the ecological health of our land and water resources by completing projects focused on watershed restoration, forest health, and creating sustainable outdoor recreation opportunities. By prioritizing the involvement of community volunteers and youth, RMFI envisions a world where our work fosters vibrant and healthy natural systems that are respected and cared for by the public.

POSITION SUMMARY:

The Program Manager provides leadership and management of Rocky Mountain Field Institute's (RMFI) field-based projects, working in close coordination with the Program Director (PD) and other PMs to implement RMFI's mission of conserving and protecting public lands in southern Colorado. 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 crews then turn into action. The PM provides management and support of RMFI Trails Crew Leaders and Trails Crew Members, community volunteers, youth conservation corps crews, and students/interns in the implementation of field-based trail and restoration projects. The PM directly oversees the implementation and evaluation of a set of field-based projects and the logistics and operations critical for the implementation of these projects. Projects include a variety of trail and restoration projects in riparian, wetland, alpine, montane, foothills, and desert ecosystems focusing on Southern Colorado. Restoration techniques include erosion control, erosion mitigation, stream bank stabilization, fuels mitigation, landscape stabilization, social trail decommissioning, gully stabilization, and revegetation including seeding, transplanting, and planting.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Provides strong and positive leadership, maintains high quality and standards of work to ensure project objectives are met in a safe and productive manner, and assists PD in reviewing potential new projects to ensure they adhere to RMFI's mission.
- Ensures all required documentation is accurate and up to date.
- Ensures RMFI core values (stewardship, integrity, community, inclusive, excellence) are represented at all times.

- Assists with trail and restoration assessments as requested.
- Assures proper management of the RMFI warehouse and vehicles while ensuring RMFI resources are appropriately cared for and maintained.
- Coordinates 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.
- Prepares work plans and maps of project locations for use in final reports, scopes of work, project planning, and field staff coordination.
- Conducts pre-deployment project briefings with crews to assure RMFI standards, safety and policies are understood and that project goals and timelines are known.
- Performs post-deployment project briefings with crews to celebrate what went well and how to improve on future projects.
- In collaboration with colleagues and partners, provides annual field staff training covering proper stewardship techniques to ensure those techniques are appropriately applied in the field.
- Assists in promoting and conducting education and outreach for RMFI programs.
- Upholds and follows all RMFI policies and procedures.
- Sets and maintains expectations for field staff ensuring they are clearly defined and articulated and that field staff are properly adhering to all aspects of their positions.
- Coordinates and performs mid-season and end-of-year reviews for all field staff.
- Assists in scheduling field staff during the field season.
- Ensures safety is an ongoing priority for all staff. Reports issues and solutions regarding safety to the Program Director.
- Seeks additional and relevant training opportunities throughout the year to increase knowledge and skills.
- Creates and maintains site notebooks for all projects.
- Compiles final reports for projects as requested.
- Participates in activities and events of RMFI to maintain an understanding of our work and impact.
- Ensures projects are within budget and adjust projects as needed.
- Other duties and tasks as assigned.

MINIMUM QUALIFICATIONS

- Must be at a minimum of 21 years of age.
- Four years minimum experience in trail construction.
- Four years minimum experience supervising or managing staff, including performance management.
- Three years' experience safely operating and maintaining four-wheel drive vehicles, chainsaws, and hand power tools.
- Current Wilderness First Responder certification.
- Current S-212 Wildland Fire Chainsaw certification or equivalent certification.
- High level of physical fitness. Ability to pass the work capacity test (pack test) upon hire.

- Restoration knowledge including social trail closure, erosion mitigation, post-wildland fire restoration, and invasive species control.
- Experience working with rigging equipment such as grip hoists, highlines, and bear hangs.
- Strong conservation ethic and passion for public lands stewardship and belief in RMFI's mission and Core Values.
- Committed to equity, diversity, and inclusion.
- Bachelor's degree in environmental science, natural resource management, geography, or equivalent experience preferred.
- Proficiency in computer skills, including Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Committed to equity, diversity, and inclusion.
- Must pass a pre-employment background check.
- A valid driver's license and good driving record.

PERSONAL ATTRIBUTES:

- Experience in environmental education, volunteer stewardship, outdoor guiding, or related industry.
- Self-starter who demonstrates the ability to take initiative, set goals, and achieve them both independently and cooperatively as a team member.
- Enjoys being the example for others and is above reproach.
- Compulsively driven to make whatever you touch the best it can be.
- Ability to go above and beyond to meet organizational goals.
- Capability to present your ideas clearly and effectively through oral and written communication.
- Ability to respectfully work with a variety of volunteers and students of varying ages and abilities to effectively accomplish project goals. Excellent people skills, a sense of humor, and a positive attitude are a must!
- Competent solving problems quickly and independently.
- Proficient at prioritizing and working on multiple projects simultaneously.

PHYSICAL REQUIREMENTS

- This position is dynamic, and an ideal candidate will be comfortable outside in all elements (rain, snow, mud, heat, etc.), and off-grid locations.
- The degree of strenuous activity within the job is high. Lifting a weight of 50 pounds throughout the day is common. Additional strenuous physical activity may include walking or hiking on uneven and challenging terrain.
- Frequent lifting, carrying, pushing and pulling objects weighing up to 100 pounds.
- Ability to participate in vigorous physical activity for extended periods of time at altitudes up to 14,000 feet.
- Desire and ability to live in the backcountry without common luxuries such as running water, toilets, electricity, and cell phone.

WORK SCHEDULE

- This is a full-time (exempt) salaried position based in Colorado Springs, Colorado. To fully meet the job requirements some travel, evening, overnight and weekend work is required. Overnight camping for multiple consecutive days may be required due to the remote location of project sites. The position is office-based, though significant fieldwork is necessary during peak season.

HOW TO APPLY

The position is open until filled. Applicants should submit a cover letter, resume, list of three references and answers to the questions below (all as a single pdf) by e-mail to: employment@rmfi.org with the subject line: Program Manager. References will not be contacted unless you are selected for a final interview.

Please limit responses to no more than 250 words per question:

1. What about Rocky Mountain Field Institute's mission appeals to you and why does it matter?
2. Please describe your experience relevant to the position and why you would be a great fit.

Rocky Mountain Field Institute is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, age, color, religion, national origin, veteran status or any disability as provided in the Americans With Disabilities Act. Your application will be given every consideration, but its receipt does not imply that the applicant will be employed.