

EMPLOYMENT POSTING

Project Planner and Coordinator

Black Forest Together, Inc. (BFT) is seeking a part-time Project Planner and Coordinator to participate with another part-time Project Planner and Coordinator, in a full-time job-sharing position. This position supports short term recovery efforts in the Black Forest community resulting from the 2013 Black Forest Fire. In addition, this position will help formulate and assist the Forest Director in the execution of a long-term recovery and fire mitigation plan to reduce fire and flood risk in the future, work within the Recovery Projects program and be responsible for the planning and coordination of work projects within the Black Forest community. This requires significant coordination with nationwide and local volunteers, Black Forest Together work volunteers and Black Forest homeowners. Efforts will include short and long-term planning and remediation/recovery work including hazardous charred tree cleanup, burn scar flooding on private roads, and creating a more resilient community by reducing future fire/flood risk through green forest mitigation.

Candidate will identify both the needs of the community and the capabilities of BFT, formulate a plan of action, coordinate with resource managers, marshal appropriate resources, and assist the Forest Director with execution and evaluation of the plan. The individual selected will need to collaborate with El Paso County government, Colorado State Forest Service, Colorado Department of Local Affairs (DOLA), Black Forest Fire/Rescue & Protection District, Coalition for the Upper South Platte (CUSP) and various businesses. Specific strategic planning tasks include hazardous tree removal, contracting services, wood utilization proposals and development/coordination of an updated Community Wildfire Protection Plan (CWPP). The funding for this position is through a Community Block Disaster Grant – Disaster Recovery (CDBG-DR) from the Colorado Department of Local Affairs, which is funded through June 30, 2018. As funding for this position may or may not be available after that date, this position may end after that date.

Qualifications include exceptional skills in interpersonal relationships, organizational effectiveness; experience in program management, strategic and operational planning, data analysis, consensus building and community outreach, public relations and education, teaching and training to include preparation of lesson plans, supervision and field operations. Candidate must be able to work independently, establish priorities, expeditiously and effectively execute plans and programs, and manage time effectively. Candidate can expect to work in harsh weather and geographic environments. Proficiency in the use of Word, Excel and Power Point is required. Non-profit management experience is a plus. Applicant must be able to pass a background Security Check.

Additional job-sharing qualifications include exceptional communication and coordination skills, the ability and willingness to work on shared responsibilities as team members and flexibility. Work hours are flexible with a target of 20 hours per week, although hours may vary and will be determined by organizational needs. BFT reserves the right to terminate the job-sharing arrangement and positions at management's discretion.

Black Forest Together Inc. is a 501 (C) 3 charitable organization and is an Equal Opportunity Employer and no otherwise qualified individual shall be subject to discrimination on the basis of race, color, religion or religious affiliation, sex, familial status, age, genetics, disability, or national origin in any phase of employment for this position. Further, the work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 70u (Section 3) which states that employment and other economic opportunities generated by HUD assistance shall, to the greatest extent feasible, be directed to low and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

Interested individuals should email a letter of intent along with a resume to Black Forest Together, Inc. at resourcecenter@blackforesttogether.org. BFT can be contacted at (719) 495-2445. The office is located at 11460 Black Forest Road, Colorado Springs, CO 80908. Applications must be submitted by 5:00 PM October 11, 2017.