



COLORADO STATE FOREST SERVICE POSITION ANNOUNCEMENT

File Reference: 2019-8

Position Title: Associate Director of Communications and Communities

Location: Fort Collins, CO

Salary: \$75,000 to \$80,000, commensurate with experience

Employment Status: This full-time, regular appointment will be a Colorado State University Administrative Professional employee.

Closing Date: Applications will be accepted until the position is filled; however, applicants should submit all application materials by 11:59pm on April 21, 2019 for full consideration.

Job Summary:

The Associate Director of Communications and Communities functions as a Senior Level Manager reporting directly to the Director/State Forester of the Colorado State Forest Service (CSFS) and will serve as Acting Director in the absence of the Director when needed. As a member of the CSFS Leadership Team, the Associate Director of Communications and Communities shares the responsibility for all services performed by the CSFS and will be responsible for establishing the strategic direction and long term objectives and goals for the CSFS. The Associate Director will also serve as a member of the Executive Budget Committee, where they will be responsible for analyzing financial resources to ensure CSFS program objectives are met.

The Associate Director will provide leadership, program oversight, coordination and administration of statewide communications and community forestry programs, policies, and procedures in the following areas: Urban and Community Forestry, Project Learning Tree, Landowner Engagement, Publications and Forestry Education, External and Media Communications, and Website and Digital Communications. The staff that they oversee are responsible for programmatic budgets ranging from \$2,000 to \$300,000, totaling over \$2.1 million and spanning multiple years of funding. Additionally, they are responsible for planning the work to be assigned and accomplished by staff, and establishes production or quality standards for the staff's work.

Required Job Qualifications:

- A Bachelor's degree (or greater) in communications, public relations, journalism, forestry, another natural resource program, or other related degree will be considered.
- Five years of progressive experience in the administration of public relations, public affairs, outreach, and/or communication-related programs.
- Four years of experience in direct management of staff with demonstrated ability to manage personnel, budgets, daily operations, and/or specialized projects.

Successful applicants must have a valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date.

To apply and for a complete position announcement, please review the following website:

<http://csfs.colostate.edu/employment/>. CSU is an EO/EA/AA employer and conducts background checks on all final candidates.