

## POSITION ANNOUNCEMENT

**File Reference:** 2022-8

**Position Title:** Forestry Program Specialist

**Location:** Fort Collins, Colorado

**Salary:** \$55,000 - \$58,000, 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 September 26, 2022 for full consideration.

**Job Summary:** Under the direct supervision of the Manager of Program Delivery, the Forestry Program Specialist is responsible for the oversight and administration of assigned forestry grant programs including the Forest Restoration and Wildfire Risk Mitigation (FRWRM) grant program, Landscape Scale Restoration Grant program, and Healthy Forests and Vibrant Communities fuels mitigation grant program. This position will be responsible for program administration, professional forestry functions, and technical assistance to field units throughout Colorado.

This position requires that the Program Specialist is proficient in general program management skills including but not limited to: recording accomplishments, meeting deadlines, tracking budgets, developing and sustaining key relationships and supporting field operations. The Program Specialist needs to be proactive in their program development, assist other Program Specialists accomplishing program objectives, forecast program needs, be aware of significant changes, practices, etc. in related areas, and effectively share new knowledge and information with internal staff and external partners and cooperators. The Program Specialist will also serve as a CSFS representative on various committees and working groups.

Daily activities include: grant program development and administration, budget administration, assisting field with program implementation and coordination, maintaining relationships with key partners, responding to requests for information from various constituents with quick turnaround times, conducting trainings and workshops, and assisting the Manager of Program Delivery with other special projects as they arise.

### **Required Job Qualifications:**

- A bachelor's degree (or greater) in forestry, another natural resources program, or a related degree will be considered.
- Four years of combined field forestry and forest management program administration experience.
- Must be legally authorized to work in the United States before the employment start date; Colorado State Forest Service will not sponsor a visa for this position
- 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:

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