



## Job Opening: Seasonal Program Associate

**Employment Type:** Seasonal, wildfire mitigation in the *built environment*

**Location:** In office (Steamboat Springs) and field-based (travel within Routt County)

**Schedule:** 35 hours per week on average, April 27 to early October, with the possibility of extension into a year-round position that is part-time from November to March, depending on funding and workload.

**Position Summary:** The Program Associate supports wildfire risk reduction efforts by assisting with and coordinating various programs for the Routt County Wildfire Mitigation Council during the field season. The person in this role spends the majority of their work week evaluating Home Ignition Zones (HIZ)—the area surrounding a structure and the exterior of the structure itself—to identify hazards and provide science-based recommendations that help homeowners reduce wildfire risk on their property. The Program Associate also coordinates the address sign program, and assists the Program Manager with three other programs: the chipping program, the neighborhood Wildfire Ambassador program, and the mitigation rebate program. Other duties fall under the Program Associate’s responsibilities as needed and assigned. This position is supervised by the Program Manager and is not responsible for managing others. This public-facing role involves community engagement and education, scheduling, field inspections, data collection, and collaboration with fire professionals and community partners. This role is an excellent entry-level opportunity to work with a small, friendly team and build experience in wildfire mitigation, grassroots climate adaptation, interpretation, program coordination, event planning, nonprofit operations, and volunteer management.

### Key Responsibilities

- Conduct on-site Home Ignition Zone evaluations with residents living in the wildland-urban interface (WUI)
- Assess vegetation, building materials, defensible space, and other wildfire risk factors within the HIZ
- Use established guidelines (e.g., CSFS defensible space standards, Firewise principles, Colorado Wildfire Resiliency Code, etc.) to identify hazards
- Provide clear, practical mitigation recommendations to homeowners verbally and in written reports.
- Accurately document findings using digital tools, maps, photos, and reporting systems
- Maintain professional, respectful communication with residents and community members
- Be the customers’ primary point of contact for scheduling HIZ evaluations and processing address sign orders.
- Assist with outreach by designing content for print, presentations, and social media and via in-person education with both passive and captive audiences.
- Under the Program Manager’s direction, assist with other programs.
- Coordinate with fire agencies, local governments, partner organizations, and program supervisors
- Follow safety protocols while working in outdoor, sometimes rugged environments
- Participate in training sessions and ongoing program meetings



### Required Qualifications

- High school diploma or equivalent and some postsecondary education
- Ability to work outdoors for extended periods in varying weather conditions
- Strong observational skills and attention to detail
- Comfortable communicating with the public in one-on-one settings, via email, phone, and in-person
- Basic proficiency with smartphones, tablets, computers, and GPS-enabled devices
- Valid driver's license and ability to travel locally with a personal vehicle (mileage is reimbursed)

### Preferred Qualifications

- Background or coursework in forestry, fire science, environmental science, natural resources, nonprofit management, or related fields
- Familiarity with wildfire behavior, defensible space, Firewise, and/or Ready, Set, Go! Principles
- Familiarity with the platform Fire Aside and/or GSuite
- Experience in field data collection, inspections, and/or community outreach
- Bilingualism (English/Spanish)

### Physical & Work Conditions

- Frequent walking, standing, bending, sitting, and light lifting
- Most work occurs outdoors in the residential environment, alone with a homeowner (~70%)
- Indoor office work is also required (~30%)
- Involves exposure to heat, sun, rain, uneven terrain, insects, and possibly smoke

### Compensation & Benefits

- Hourly wage based on experience (\$25-\$27.50 per hour)
- Professional training provided
- Mileage reimbursement (at the IRS recommended rate of \$0.725 per mile)
- PTO accrued when working over 30 hours / week
- Opportunity to gain hands-on experience in wildfire prevention and enhancing community resilience

**Why This Role Matters:** The Routt County Wildfire Mitigation Council's mission is *to create resilient, fire adapted communities to minimize the potential impacts of wildfire*. Increasing individual citizen and collective community wildfire mitigation in the wildland-urban interface is critical to building resilience against the increasing wildfire threat. One of the most effective ways to inspire wildfire mitigation in the built environment is through conducting home ignition zone evaluations and community wildfire risk assessments. This position offers meaningful work with real-world impact to Routt County residents; ideal for those interested in fire prevention, hazard mitigation, emergency management, environmental stewardship, climate adaptation, community planning, and public service.

**How To Apply:** Applications will be accepted on a rolling basis. Please submit a resume, cover letter, and three professional references to [info@routtwildfire.org](mailto:info@routtwildfire.org). Applications will be reviewed and interviews will be scheduled in the order applications are received.