Position Announcement

FIELD PROJECTS COORDINATOR
FULL-TIME POSITION

The Colorado Fourteeners Initiative (CFI) is a nonprofit organization working to protect and preserve the natural integrity of Colorado’s 14,000-foot peaks through active stewardship and public education.

CFI seeks to hire a Field Projects Coordinator, based out of Golden, CO, to manage CFI’s backcountry trail construction and restoration projects. This position requires a high level of responsibility in preparing for and managing day-to-day operations of 2-4 projects/programs per year. The Field Projects Coordinator will find this to be a professionally, intellectually, and physically engaging yet challenging position working on valuable trail and conservation related projects. This position requires excellent planning and leadership skills; independence and responsibility in decision-making; organizational skills in logistics and time management; human resource management; utilizing and adhering to project budgets; and proven ability to instruct, lead, and motivate young adults in backcountry/wilderness settings.

PROGRAM BACKGROUND
Each year, CFI has 4-6 field projects, half of which are managed by the FPC. Field operations occur from May/June through Sept/Oct; the remainder of the year is spent in program planning, administration, reporting, budgeting, and partner relationship development. The FPC reports to the Field Programs Manager.

All projects are located in remote areas, most within 2-6 hours drive from CFI’s office in Golden, CO. Project work includes construction of new trail and heavy re-construction of existing trails (involving significant rockwork, e.g. walls, steps, etc), as well as restoration/re-vegetation of closed ascent routes. Each field crew consists of two CFI seasonal staff leaders plus a combination of contracted conservation corps crews and/or volunteer groups. The FPC is expected to be 60% field-based and 40% office-based (Golden, CO) from June-September, and office-based for the rest of the year. For more information on CFI, visit www.14ers.org

ROLES AND RESPONSIBILITIES
- Work closely with CFI’s Field Projects Manager and the US Forest Service (USFS) to implement the field programs component of CFI’s alpine restoration, trail construction, and maintenance projects on Colorado’s 14,000-foot peaks. Report on progress of field projects as appropriate to Field Projects Manager, CFI Executive Director, Programs Committee, and Board of Directors.
- Project planning, budgeting, and management: Determine human resources, equipment, and materials needed to accomplish projects – assist with producing project budgets. Coordinate with USFS to ensure compliance with project implementation timelines.
- Oversee project logistics and scheduling.
- Work with the Field Programs Manager to recruit and hire seasonal field staff leadership teams to complete restoration and trail construction projects (2-3 teams per year).
Field staff training: Assist the Field Programs Manager with planning, organizing, and implementing CFI’s annual seasonal staff training, to include topics on trail construction techniques, safety and risk management, outdoor leadership, and CFI policy/procedure.

Oversee employee scheduling, performance reviews, timesheets, paperwork/reporting, and equipment check-out/check-in.

Coordinate with youth/conservation corps partners, including developing work contracts, schedules, and inspecting project performance.

Supervise/train seasonal field staff in trail construction techniques. Check work quality and progress during regular crew visits. Conduct on-mountain technical skills trainings as needed.

Equipment management: Track/inventory, maintain/repair, and purchase tools and base camp equipment necessary for support of work crews and volunteer groups. Coordinate the transportation of supplies and materials from the trailhead to base camp via horsepackers. Assist with design and fabrication of highline tram system, PV (solar) system, and bear fence. Train seasonal staff in setup, operations, and maintenance of all equipment.

Recruit and coordinate with volunteer groups to participate in basecamp-supported projects, ensuring a safe, productive, and enjoyable volunteer experience.

Assist with monitoring the effectiveness and sustainability of past CFI restoration and trail construction projects.

Assist with grant-writing efforts to fund out-year projects, and compile post-season project reports.

Other tasks as assigned to contribute to the overall administration and operations of CFI’s programs.

**DESIRED QUALIFICATIONS**

- Minimum 4 years of backcountry/natural-surface trailwork experience, including minimum 3 years/seasons of experience leading/managing trail crews, preferably in backcountry situations
- Education or background in natural resource management, ecology, or related field OR an additional 4 years experience in a directly-related position
- Strong rock work experience (stairs, retaining walls, check dams, etc) as pertaining to trails
- Excellent planning and logistical skills
- Excellent leadership, motivational, and interpersonal skills applicable to an outdoor setting
- Positive and professional attitude
- Proficiency with use and maintenance of hand tools and basecamp equipment
- Ability to solve problems, work independently, and be creative and resourceful
- Ability to manage multiple tasks simultaneously and delegate as necessary
- Professional written and verbal communication skills, and a professional appearance and demeanor
- Excellent physical condition to spend 8-10 hours per day hiking and performing physical labor at high altitude (10,000-14,000+ feet)
- Strong office skills (Microsoft Word, Excel, Powerpoint, etc), computer use, and willingness to work in a professional office environment
- Attention to detail

*Other desired qualifications include:*

- Ecological restoration experience
- Experience working with horse-packing
- Experience producing and/or managing project budgets
- Familiarity with the alpine environment and ecology

**WORK SCHEDULE AND POSITION STRUCTURE**

During the “off-season” (October through May), the position is office-based with occasional evenings and weekends required as needed for meetings, events, fundraising/reporting deadlines, etc. The typical work schedule will be 40 hours/week.
In the field season (June-September), the work schedule will be vary as needed to make field visits to crews, including weekends, early mornings, and evenings as necessary. Significant travel (2-6 hours from Golden) is required to reach project sites, and occasionally with a personal vehicle (mileage reimbursement applicable). The position is expected to be 60% field-based, and 40% office-based. During off-days in the field season, the FPC must be available via cell phone to be a point of contact in case of a field emergency. This is a salaried full-time exempt position.

The Field Projects Coordinator will camp during all field hitches, usually in the backcountry (backpacking).

APPLICANTS MUST HAVE:
- Valid driver’s license and clean driving record
- Certification in: Wilderness First Aid or Wilderness First Responder AND CPR, or have obtained these by the first date of employment
- A personal vehicle of sufficient reliability to make field visits
- Adequate personal outdoor camping/backpacking equipment for a week-long outing

SALARY AND BENEFITS
Salary ranges from $32,500 to $38,000 per year depending on experience. Benefits include a per diem for field days, health/dental insurance, paid vacation time, paid sick/health leave, voluntary retirement plan with company match, and discounts on outdoor gear and equipment. Business travel with a personal vehicle is reimbursed at the federal rate.

HOW TO APPLY
Application deadline: Mon, Jan 16, 2012. To apply, you will need to submit the following: 1) cover letter, 2) your resume, and 3) supplemental online questionnaire as follows:
- E-mail a Cover Letter and Resume to greg@14ers.org. PLEASE NOTE: these materials must be in MS Word or PDF format only and must be e-mailed in; no hard copies in the mail.
- Fill out and submit the online Field Projects Coordinator Position Questionnaire. The link to this can be found at www.14ers.org/who-we-are/our-team/employment-opportunities/.

If you have trouble with submitting your materials in PDF or MS Word/electronic format, or with the online questionnaire, contact greg@14ers.org.

Finalists will be required to complete a medical history, physician’s release form, and a driving background check. Proof of vehicle insurance is required for all hires.

All questions pertaining to this position can be directed to greg@14ers.org (please, no phone inquiries at this time).

The Colorado Fourteeners Initiative is an equal opportunity employer.

Colorado Fourteeners Initiative
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