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Job Details

Job Title	Program Manager - Southwest Fire Science Consortium (SWFSC)	Job ID	606507
Location	School of Forestry	Full/Part Time	Full-Time
Regular/Temporary	Regular	Favorite Job	☆

Workplace Culture

NAU is a community devoted to student success and sustained by an unshakable commitment to our shared mission, vision, and values. We—faculty, staff, and administrators—thrive by combining our efforts and working side by side to further NAU's culture of excellence.



Special Information

The Southwest Fire Science Consortium (SWFSC) is part of the Joint Fire Science Exchange Network is a national collaboration of 15 regional fire science exchanges that provides the most relevant, current wildland fire science information to federal, state, local, tribal, and private stakeholders within ecologically similar regions. The network brings fire managers, practitioners, and scientists together to address regional fire management needs and challenges. The SWFSC focuses on New Mexico, Arizona, and parts of Utah and Texas. The Southwest Fire Science Consortium (SWFSC) is known as an objective, neutral partner and gets emerging science on the ground by connecting scientists, land managers, and the public. By facilitating these connections, the SWFSC helps to assure that scientists are addressing the most pressing questions and managers are applying the most recent science in their efforts to protect communities and critical natural resources.

The SWFSC contributes to NAU's vision to create a better Arizona and nation through its commitment to collaborative partnerships with agencies, communities, decision makers that help lead the way to improving natural resource management, fire management and climate adaptation. The SWFSC is a boundary organization spanning science, management, and the public.

*This position is subject to the availability of funding. The incumbent is not eligible for Service Professional non-renewal notice, or Classified Staff layoff or recall status.

Job Description

Maintains and manages the Southwest Fire Science Consortium within the School of Forestry. Assists with development and ensures the implementation of policies and practices and conducts oversight, review, and analysis of the effectiveness and compliance of the program(s). The position oversees government relations, communication/outreach, partnerships, event planning, and deliverable tracking/budgeting. Additional work includes developing and creating communication materials for the media, and policy makers as needed, helping to develop new partnerships, oversight of communication via social media, working with a team to create working papers, GIS Story Maps, and videos that support the goals of the program. The manager will also help with proposal development to continue and expand new lines of work and will track new and existing budgets. The manager will also support the development of contracts and agreements with federal partners.

30% Communication/Outreach/Networking

- Supervise or create the planning, initiation, production and delivery of communication products for the SWFSC partners. These products include: white papers, working papers, fact sheets, social media and web-based information.
- Oversight of communications with the Executive board and subcommittees.
- Communicate with fire community, consortia constituents, and multiple committees across multiple formats (Oversight and review of the website, mailing list, twitter, newsletter and other communication methods).
- Develop and create communication materials for the public, media, and policy makers as needed (and as requested). This can include working papers, research briefs and summaries, videos and GIS Story Maps.
- Participate, present, and represent the SWFSC at regional and national events, working groups, and committees as needed.
- Develop and maintain marketing and media plan, and media outreach materials

20% Government Relations and Policy

- Assist the PI and NAU to obtain state and private funding
- Analyze and respond to Twitter, tribal, and state policies related to fire science, management and climate adaptation.
- Represent the SWFSC at local, state, tribal, regional and national level to achieve the SWFSC's vision, mission, values and goals within the framework of NAU's strategic plan and JFSP's goals.
- Coordinate activities with Northern Arizona University External Affairs and Partnerships staff.
- Work to share the latest science with federal, state and local policy makers

20% Creating and Maintaining Partnerships

- Develop new and maintain existing relationships and partnerships.
- Act as a wildland fire science liaison for federal, state, local, and tribal land management agencies and policy makers.
- Identify key scientific questions and needs with federal land managers on topics related to wildland fire.

20% Budget and Organizational Planning

- Oversight with PI of program budget and monitors budget for program expenditures
- Oversight of hiring, vendors and purchase orders.
- Oversight with PI to develop renewal proposals and budgets
- Development of contracts and agreements with federal and state partners.
- Coordinate in cooperation with the PI and staff, the preparation of grants, renewals, an annual program of work, final reports, and compliance with meeting deliverables.
- Oversee and track progress of grants deliverables, overall program effectiveness

- Development and oversight with PI of short-term and long-term strategic planning with the goal of maintaining a logic model.

10% Event Planning

- Oversight of Workshop and Fieldtrip planning. This includes managing proposals and workshop budgets. Working with staff to ensure the registration process, logistical needs, conference calls, materials and other duties as required. Oversight of event programs and program committees as needed. Support conference design, development, and implementation every 3-4 years.

Minimum Qualifications

- Bachelor's degree in related fields: Forestry, Fire, Natural Resources, Environmental Studies, Political Science or a field pertinent to this and
- 2-4 years of directly related work experience, OR
- Any equivalent combination of education, training, and/or experience.

Preferred Qualifications

- A Master's degree in Forestry, Fire, Natural Resources, Environmental Studies, Political Science, or a field pertinent to this position
- 5 years of directly related work experience.
- Professional experience working with policymakers (e.g. Congress, legislatures, federal land management agencies, state agencies...etc) and the state and federal budget and appropriations process.
- Effective communication skills in writing, oral communication, and presentations.
- Interest and facility working across biophysical and social science disciplines.
- Comfort learning and communicating about diverse subjects with diverse audiences and the media.
- Ability to think and act strategically across multiple scales and different organizations to advance fire science at the landscape scale.
- Familiarity with collaboration and collaborative processes.

Knowledge, Skills, & Abilities

- Demonstrated experience taking the initiative to solve problems and working independently.
- Ability to understand and adapt communication for different audiences.
- Demonstrated success managing large projects to meet deadlines.
- Knowledge of, experience with, and commitment to working in a culturally diverse environment with people from different backgrounds.
- Demonstrated facilitation skills.
- Excellent communication skills and experience conveying complex forest and fire ecology science to technical and non-technical audiences.
- Demonstrated experience in writing and oral communication.
- Demonstrated strong collaborative, organizational, and project management skills.
- Familiarity with southwestern U.S. forests and/or similar ecosystems.
- Knowledge and experience in applying climate change science to the study and analysis of forest ecosystems and climate adaptation.
- Knowledge of major fire issues in the western US and management strategies to address those issues.
- Familiarity with wildland fire management activities and/or fire science
- Familiarity with organizations and people involved in fire management in the Southwest.
- Demonstrated ability to create products from publicly available datasets (e.g., maps, figures, and tables) that effectively and creatively communicate results of analyses and research.

COVID-19 Vaccine Requirement

As of 12/10/21, the Safer Federal Workforce employee vaccination requirement is currently suspended pending the outcome of a federal court-issued injunction. This injunction has suspended the recent executive order issued by President Biden requiring all employees of federal contractors to receive COVID-19 vaccinations. For current status of the vaccine requirement and/or questions, please visit [FAQs for Employee Vaccination Requirement](#).

Background Information

Northern Arizona University requires satisfactory results for the following: a criminal background investigation, an employment history verification and a degree verification (in some cases) prior to employment. You may also be required to complete a fingerprint background check. Additionally, as an employer in the state of Arizona, NAU is required to participate in the federal E-Verify program that assists employers with verifying new employees' right to work in the United States. Finally, each year Northern Arizona University releases an [Annual Security Report](#). The report is a result of a federal law known as the Clery Act. The report includes Clery reportable crime statistics for the three most recent completed calendar years and discloses procedures, practices and programs NAU uses to keep students and employees safe including how to report crimes or other emergencies occurring on campus. In addition, the [Fire Safety Report](#) is combined with the Annual Security Report for the NAU Flagstaff Mountain Campus as this campus has on-campus student housing. This report discloses fire safety policies and procedures related to on-campus student housing and statistics for fires that occurred in those facilities. If you would like a free paper copy of the report, please contact the NAUPD Records Department at (928) 523-8884 or by visiting the department at 525 E. Pine Knoll Drive in Flagstaff.

Salary

Salary range begins at \$ 62,996. Annual salary commensurate with candidate's qualifications and related experience.

FLSA Status

This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and therefore will not earn overtime or compensatory time for additional time worked.

Benefits

This is a Service Professional (SPF) position. NAU offers an excellent benefit package including generous health, dental and vision insurance; participation in the Arizona State Retirement System or the Optional Retirement Program; 22 days of vacation and 10 holidays per year; and tuition reduction for employees and qualified dependents. More information on benefits at NAU is available on the [Human Resources benefits website](#). NAU is a tobacco and smoke-free campus. Service Professionals are hired on a contract basis, renewable each 6 months according to [terms of the Conditions of Professional Service](#). Employees offered a position will be eligible for state health plans (including NAU's BCBS Plan). New employees are [eligible for benefits](#) on the first day of the pay period following their enrollment, after their employment date. Employees will have 31 days from their start date to enroll in benefits. If a new employee chooses the ASRS retirement option, participation in the Arizona State Retirement System, and the long-term disability coverage that accompanies it, will begin on the first of the pay period following 6 months after the new employee's start date. New employees who choose to participate in the Optional Retirement Plan (ORP), which is an alternative to the ASRS plan for faculty and other appointed staff, will begin to participate on the first day of employment. Additionally, the long-term disability plan that accompanies the ORP will begin on the first day of employment.

Learning and Development

Your career at Northern Arizona University includes the opportunity for professional development. [New employee on-boarding training](#) includes courses to be completed within the first 30 days. If your position includes the supervision of a benefit-eligible employee, we offer the NAU Supervisors Academy for you to complete within your first 2 years.

Immigration Suppt/Sponsorship

NAU will not provide any U.S. immigration support or sponsorship for this position.

Application Deadline

How to Apply

To apply for this position, please click on the "Apply" button on this page. You must submit your application by clicking on the "Submit" button by midnight of the application deadline. If you need assistance completing your application there are instructions available on the [Human Resources website](#) or in person in the Human Resources Department located in Building 91 on the NAU Campus - on the corner of Beaver and DuPont Streets.

If you are an individual with a disability and need reasonable accommodation to participate in the hiring process please contact the Office of Equity and Access at: 928-523-3312/TDD - 928-523-1006 or PO Box 4083, Flagstaff AZ 86011.

Equal Employment Opportunity

Northern Arizona University is a committed Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans and individuals with disabilities are encouraged to apply. NAU is responsive to the needs of dual career couples.

[EEO is the Law Poster and Supplements](#)

NAU is an Employer of National Service. AmeriCorps, Peace Corps, and other National Service alumni are encouraged to apply.

Apply

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