



February 19, 2025

## **New Mexico Prescribed Fire Council: Procurement of Council Coordinator**

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**Background:** The New Mexico Prescribed Fire Council (the Council) is a 501(c)(3) non-profit organization whose mission is to encourage the exchange of information, techniques, and experiences among practitioners of prescribed fire in New Mexico, and to promote public understanding of the importance and benefits of prescribed fire use.

The Council has an agreement with Region 3 of the USDA Forest Service (USFS) in a Challenge Cost-Share Agreement titled *Advancing Prescribed Fire Collaboration Across New Mexico*; this agreement runs through 2028. The Council is seeking to contract for a Council Coordinator to fulfill and advance the goals outlined in this agreement.

**Duties:** The Council is seeking the services of an independent contractor who lives in New Mexico to serve as the part-time (roughly  $\frac{1}{4}$  to  $\frac{1}{2}$ ) Council Coordinator to:

- Organize educational events and coordinate training opportunities to increase the number of state certified burn managers with a focus on high priority landscapes and high risk communities.
- Facilitate pre- and post-burn public engagement efforts with burn practitioners in NM that may include the USFS, BLM, State of New Mexico, tribes, NGOs, and landowners.
- Liaise with USFS fire managers to coordinate prescribed fire management with inholding and boundary landowners.
- Facilitate monthly Council meetings and support the Council Board with coordination to maintain a healthy and functioning Council for New Mexico.

**Qualifications:** The successful candidate will be detail oriented and organized with excellent written and verbal communication skills. The candidate must have 2-4 years of professional experience and a vested interest in prescribed fire as a tool to address New Mexico's ecological and wildfire challenges. Candidates must be proficient with computer applications such as Google Suite, Microsoft Suite, and Zoom.

**Compensation:** Compensation will be negotiated with successful candidates based on experience and availability of funds. The Council will cover the Council Coordinator's travel and supplies.

**To apply:** Interested candidates should email a resume with three references and a letter of interest describing the candidate's ability, background, and interest in the position to the Council's Secretary, Alejandro Collins ([secretary@nmxfirecouncil.org](mailto:secretary@nmxfirecouncil.org)), by close of business on Monday, March 24, 2025. Questions shall also be directed to the Council's Secretary.

This term position is dependent on successful funding access, and continuation of the aforementioned agreement. The expected start date for the Council Coordinator is late April to early May.