

# ASSISTANT PROJECT COORDINATOR WILDLANDS RESTORATION VOLUNTEERS



**Status:** Full-Time (preferences for part-time can also be considered)  
**Term Start Date:** Mid-April to mid-May (flexible)  
**Term End Date:** September 30 to October 31 (flexible)  
**Location:** Fort Collins or Longmont, CO  
**Job Posting Date:** April 13, 2022

Wildlands Restoration Volunteers seeks an individual who is passionate about WRV's mission to heal the land and build community to join our team for the 2022 season. Assistant Project Coordinators help prepare for projects in one or more of WRV's program areas (Natural Habitats, Vital Rivers, Native Seeds, Invasive Weeds, Healthy Forests, Sustainable Trails, and Families & Youth), depending on experience and organizational needs.

This full-time, non-exempt, term-limited position will have the flexibility to be based out of either WRV's Longmont or Fort Collins offices. Assistant Project Coordinators supplement a year-round Program Team of experienced staff and are aided by a large corps of dedicated and inspiring volunteer leaders. Leadership and technical training opportunities are provided, and staff may shadow on additional projects that are of interest in order to gain additional knowledge and experience.

## REQUIRED SKILLS:

- Experience leading groups in the outdoors (natural resources, landscaping, youth corps, etc.)
- Ability to effectively work on diverse teams or with a diverse range of people
- Computer proficiency, including Microsoft Office
- Willingness to work evenings/weekends as needed
- Able to balance multiple tasks and deadlines
- Willingness to communicate and follow COVID-19 and other safety precautions

## ADDITIONAL SKILLS: We encourage you to apply regardless of whether you have these skills.

- Experience engaging and building community with diverse populations, particularly those the outdoor field has previously underserved \*\*We may potentially offer a permanent/benefited position to candidates with experience in this area – we encourage you to inquire if you feel you meet this criteria
- Spanish language skills highly desired
- Experience with volunteer engagement, youth engagement, or group leadership
- Qualified and experienced in chainsaw or crosscut saw use
- First Aid/CPR, Wilderness First Aid, or Wilderness First Responder certification
- Ability to safely use trucks and trailers on uneven terrain. Experience with trailer safety, DOT laws, ATVs and use of heavy equipment.

The requirements listed in our job descriptions are guidelines, not hard and fast rules. Your experience refers to paid and unpaid experience, including volunteer work, which helps build the competencies, knowledge, and skills that translates directly to our openings. Applying gives you the opportunity to be considered.

**APPLICATION PROCESS:** Please email your resume and cover letter to [jobs@wlr.org](mailto:jobs@wlr.org). Applications will be reviewed as soon as they are received and will continue to be reviewed until all positions are filled.

**COMPENSATION:** WRV hourly compensation will be \$17 - \$17.50 per hour. This is a non-exempt position. Employee will earn overtime pay when they work over 40 hours in a week, or 12 hours in a day. The position is eligible for holiday paid time off, paid sick leave, and SIMPLE IRA enrollment with a up to a 3% company match. Additional benefits include discounted pro-deals and professional development opportunities.

**COVID-19:** WRV's COVID policy requires full vaccination against COVID-19 on your first day of employment. Request for reasonable medical or religious accommodations will be considered.

**INCLUSIVENESS STATEMENT:** WRV is committed to creating an environment for our community that attracts, supports, and engages all people, regardless of differences in experience, background, access to resources, or historical representation in our work. We welcome and value all ideas, experiences, and abilities, and we encourage individuals with diverse perspectives and backgrounds to apply.

We believe that diversity strengthens our community and seek to provide an inclusive environment for all staff and volunteers. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. Selection and retention in this position is contingent on a successful background investigation.

Wildlands Restoration Volunteers does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. WRV will provide reasonable accommodation to applicants with disabilities, where appropriate.

Applicants requiring reasonable accommodation for any part of the application and hiring process should contact WRV directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

**PHYSICAL DEMANDS:**

- Ability to operate computers, phones, mobile devices and office equipment
- Ability to interact with volunteers, youth, and agency personnel on a daily basis
- Able to work for long periods of time without break
- Ability to sit at a desk for long periods of time
- Must be able to lift a minimum of 50lbs
- Must have a current and valid driver's license and auto for transportation
- Ability to successfully manage multiple, high-priority tasks in a fast-paced environment