



**Position Title:** Community Wildfire Resilience and Workforce Coordinator

**Location:** Alaska (preference in Southcentral Alaska)

**Reports to:** Wildfire Resilience Program Manager

**Status:** Full time, Exempt

**Salary:** \$75,000-\$84,000

### **Position Summary**

The Alaska Venture Fund (AVF), a project of the New Venture Fund, seeks a motivated individual to develop a portfolio of projects at the intersection of wildfire, climate change and community sustainability. Rapid climate change is increasing the frequency, severity and overall risk of large wildfires in Alaska with major and even potentially catastrophic consequences to Alaska communities, ecosystems and global climate. The Community Wildfire Resilience and Workforce Coordinator will assist the Wildfire Resilience Program to build greater wildfire resilience in Alaska by increasing focus, research, coordination and collaboration on the growing risk of severe and catastrophic wildfire and by catalyzing significant public and private funding for pre-fire and early fire preparedness and intervention.

The person who will thrive in this role is a team player, highly motivated, and comfortable in fast-paced environments, with emergent opportunities and minimal direction, and who recognizes and relishes the entrepreneurial nature of this role with its significant potential to expand in responsibility, complexity, compensation and impact. This person balances excellent project management skills with a strong commitment to collaboration and a keen interest, curiosity and respect for the unique experiences and concerns of Alaska's diverse communities, particularly its remote and predominantly Alaska Native communities. This person understands and respects the real-world demands and risks of wildland firefighting and emergency preparedness and marries this practical knowledge with a passion for larger concerns of environmental, community and cultural sustainability in Alaska and an interest in developing creative and novel solution-making amidst diverse and sometimes conflicting interests and perspectives.

The purpose of the position is to coordinate community wildfire safety, mitigation and other pre-fire community interventions activities including, but not limited to, assisting with local, private, state and federal grant applications and proposals, assisting in the development of Community Wildfire Protection Plans (CWPP), coordinating workforce trainings, public events, fire prevention and public education demonstrations.

### **Responsibilities and Tasks**

- Assist and coordinate with communities in the development and implementation of grant applications within the pilot geographies of Bristol Bay, Yukon Flats, Anchorage and other select communities.
- Assist and coordinate with communities in the development and implementation of workforce development within the pilot geographies of Bristol Bay, Yukon Flats, Anchorage and other select communities.

- Provide outreach and education on wildfire preparedness.
- Work with Tribes, State, Federal, and local stakeholders to implement a Fire Adapted Communities program of work.
- Work with Tribes, State, Federal, and local stakeholders to pursue solid waste management solutions to prevent escaped landfill wildfires.
- Communicate with the public, local groups, other departments, media, and community leaders, state and federal agencies.
- Assist with writing and administering grants for fuels reduction, wildfire education, and forest/watershed management activities.
- Maintain all essential program records; prepare program statistical information and other documentation as required by the program.
- Provide regular program status reports for staff, key partners and stakeholders and the general public as required.

## **Competencies**

### Collaboration and Stakeholder Management

- Demonstrates empathy and integrity in dealing with both internal colleagues and external partners in keeping with the values and principles of AVF. Models and fosters a culture of inclusion, collaboration, and knowledge sharing. Engages with team members and collaborators in a manner that is appropriately nuanced, and direct as necessary. Helps team members overcome collaboration challenges and promotes inclusion and openness.

### Initiative and Ingenuity

- Proactively identifies catalytic opportunities or relationships and incorporates them into the overall strategic approach for the program/project. Identifies actionable pathways that advance the work and objectives of the program/project and AVF. Applies expertise to predict opportunities and threats and to inform strategy and make complex decisions. Contributes to an organizational culture that encourages creative problem-solving and empowered innovation.
- Works in a self-directed manner yet in a collaborative style. Consults others, but is able to independently advance projects and propose solutions without significant guidance or oversight. Exercises judgment and decision-making in alignment with program work plans and goals.

### Team and Project Management

- Effectively manages projects and programs, including delegating and managing resources. Delivers high quality results in a timely and efficient manner, maximizing impact of fund resources by setting appropriate goals, developing thoughtful work plans, and mobilizing the necessary human and other resources for project/program delivery.
- Supports team and delivers projects in a disciplined, timely and responsive manner, with accuracy and attention to detail; shows consistent reliability for the responsibilities of the role.

## Requirements

- Demonstrated professional experience in an Alaska state and/or federal agency in a fire service, emergency management and/or natural resource management role; understanding of the functioning of state and federal agencies in general;
- Demonstrated experience and comfort in traveling to and working with remote communities in Alaska, including in particular working with Alaska Native communities on emergency or disaster preparedness;
- Familiarity and comfort with integrating different types of knowledge in planning efforts, including scientific, technical, operational, cultural and traditional/local knowledge;
- Federal and/or state grant writing and grant management experience;
- Excellent time-management and project planning skills;
- Ability to establish and maintain collegial and effective working relationships with colleagues, civic leaders and community members of diverse backgrounds and perspectives;
- Creativity, flexibility, sound judgment, and ability to take initiative and work independently as well as a part of a team; ability to work in a self-directed manner yet in a collaborative style;
- A strong sense of passion, purpose, and humor with comfort in fast-paced and rapidly changing environments.

## How to Apply

Thank you for your interest in this position. To begin the application process, please provide the information and answer the questions outlined below and send your application package to [jeff@alaskaventure.org](mailto:jeff@alaskaventure.org) using the subject line: "Name of Applicant – Wildfire Position". The first round of applications will be reviewed on February 5, 2024. Applications will be accepted until the position is filled.

Please provide the following information:

1. A cover letter, no more than 2 pages, explaining your interest in the position.
2. A resume with at least two professional references
3. Answer the following questions:
  - a. Are you in Alaska today and would you prefer to work remotely, in-person or hybrid?
  - b. What, if any, experience do you have working with rural and/or Indigenous Alaskans? (1-2 paragraphs, no more than 250 words please)
  - c. Do you have experience working in either the fire and emergency services and/or natural resources? (1-2 paragraphs, no more than 250 words please)
  - d. What, if any, experience do you have working in or with local, tribal, state and/or the federal government? (1-2 paragraphs, no more than 250 words please)

## Hiring Statement

Alaska Venture Fund is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability,

genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

**E-Verify**

NVF participates in [E-Verify](#) and will provide the federal government with employees' Form I-9 information to confirm authorization to work in the United States. Job candidates and employees authorized to work [may not be discriminated against](#) on the basis of national origin or citizenship status.

**Effective:** 1/29/24