



Hawaii Wildfire Management Organization

Protecting Hawaii's Communities and Natural Resources from Wildfire

POSITION DESCRIPTION

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| Position Title | Wildfire Mitigation Program Manager |
| Location | 75-80% remote, 20-25% HWMO office or field work |
| Hours | 40 per week, no less than 35 on average |
| Pay rate | Hourly, starting at \$30-\$34/hour |
| Anticipated job term | Long-term position, subject to funding availability |
| Start Date | February 15, 2023 (or as soon as position is filled) |
| Reports to | Co-Executive Directors |

ABOUT THE ORGANIZATION

The Hawaii Wildfire Management Organization (www.hawaiiwildfire.org) is a 501(c)(3) nonprofit organization based in Kamuela, HI on Hawaii Island. The organization works to protect communities and natural resources from wildfire through outreach, education, hazard reduction and land-use planning projects. We serve as the state's primary hub of collaborative wildfire activities in the Hawaii-Pacific Islands region. We work proactively with partners and stakeholders to achieve our mission through a strong emphasis on collaboration, partner-building, multi-partner solutions, and technical rigor.

POSITION SUMMARY

The Wildfire Mitigation Program Manager position is responsible for assessing wildfire hazards on the landscape and in built environments across Hawaii, designing and coordinating the implementation of risk-reduction/fuels reduction projects alongside diverse stakeholder groups, and delivering wildfire risk mitigation information, recommendations and programmatic resources to property homeowners in high-risk areas, community members, resource managers, and large landowners, among other stakeholder groups.

The Wildfire Mitigation Program Manager works closely with HWMO's Co-Executive Directors, Firewise Program Director, the Wildfire Planning Specialist, and the Wildfire Collaborations Program Manager, specifically focusing on addressing wildfire risk and implementing risk-reduction actions. The Wildfire Mitigation Program Manager integrates and coordinates efforts with other ongoing programs available through HWMO. The position works closely with other HWMO staff, as well as



other agency and organizational partners on regional initiatives and works across all islands in the state.

The Wildfire Mitigation Program Manager will operate at a leadership level, ensuring hazard assessments and mitigation projects are completed according to the approach of HWMO, the expected timelines and budgets, and with a high level of technical quality. With the Co-Executive Directors, they will be responsible for seeking, securing, and managing funds, as well as monitoring progress, developing programmatic reports, and managing both tasks and people, as needed. They will independently develop, track, and complete all necessary tasks to achieve the assigned commitments and goals.

The person best suited for this position will have both strong interpersonal skills, understanding of wildfire behavior and experience with mitigation best practices, proven project management and written communication/report writing skills, and the ability to make sound decisions in a complex and multi-objective, multi-partner environment.

MINIMUM QUALIFICATIONS

- **Education:**
 - ***Bachelor's Degree in a related field*** (e.g. disaster or emergency management, fire science, regional/community planning, social science, geography, communications, environmental science, ecology/ecosystems science, etc.)
 - ***OR Bachelor's Degree (in any field) AND***
 - Two years of experience in wildfire risk reduction, mitigation, community/environmental education or a related field, OR
 - One year of experience in wildfire risk reduction, mitigation, education or a related field AND an up-to-date National Fire Protection Association (NFPA) Certified Wildfire Mitigation Specialist Program (CWMS) credential
 - ***OR 4+ years in wildfire management, wildfire mitigation, or community education program implementation***
- High level of interest or experience in wildfire risk reduction and community programs
- Personal connection to, and/or knowledge of, the people, places, and environment of Hawaii
- Experience managing complex projects and budgets independently
- Produce high quality work in a timely manner, projecting ahead and ensuring all steps, project components, and deadlines are met ahead of schedule or on time with minimal supervision
- Ability to use web- and cloud-based workspaces such as Google Suite and Zoom
- Strong oral and written communication skills
- Ability to develop project descriptions and summaries, write reports, draft written communications about current mitigation projects for partners, funders, newsletters, etc.



- Ability to work in a team environment (team player, excellent interpersonal skills, flexible, reliable, and positive)
- Ability to discern and navigate between multiple roles and authorities
- Ability and willingness to travel to neighboring islands and nationally, as needed
- Experience developing relationships and maintaining a high level of communication with remote team members that are geographically dispersed
- Have a high attention to detail

HELPFUL UNDERSTANDING & EXPERIENCE

- Principles of wildland fire behavior, mitigation, and management
- Wildfire ecology, threats, and impacts to Hawaiian/Pacific ecosystems and communities
- Assessing and mitigating structural and landscape risks from wildfire
- Community development, land use planning, building codes, WUI codes
- Principles of structure/building architecture, design, materials, construction techniques, construction assemblies and related matters
- Hawaiian ecology and ecosystems
- Principles of invasive species management, landscape restoration and rehabilitation, erosion prevention and mitigation methods, and related matters
- Emergency preparedness
- Principles of public education and outreach
- Group facilitation and collaboration strategies

DESIRED QUALIFICATIONS

Preference will be given to applicants with some or many of the following qualifications:

- Masters Degree in a related field
- Strong project management experience of a similar nature with similar constituents and goals, such as Firewise, Fire Adapted Communities, Community Wildfire Mitigation, or similar wildfire program implementation and expertise
- Experience in being a topical expert, and using that knowledge to lead projects, inform partner projects, and develop related educational materials and communications
- Strong experience building connections within and across diverse groups of people via community organizing, partner-building, or similar (networking and network weaving)
- Strong experience facilitating and/or moderating discussions in real time among people with diverse perspectives and styles, to make progress toward a common goal (training in facilitation techniques desired)
- Strong interpersonal skills that support working independently as well as with small and large teams and with an array of team styles and modes (flexible and adaptive)
- Strong understanding of local communities and culture in Hawaii as demonstrated through time spent working and/or living in Hawaii



- Strong understanding of Hawaiian ecosystems, and ecology as demonstrated through time spent living, working, and/or studying in Hawaii
- Open to experimentation, learning, growing, and envisioning creative next steps, both as a professional and as part of an organization that needs to stay at the leading edge of our field for the benefit of partners and stakeholders (and environments and communities) across Hawaii and the Pacific.

KEY RESPONSIBILITIES

The primary areas of responsibility for the Wildfire Mitigation Program Manager include the following components.

Wildfire Education and Outreach (Lead role)

HWMO works to build capacity and expertise among its government and community partners as a concurrent goal within all of our projects and programs. The overarching goal is to increase the understanding, pace, and scale of wildfire mitigation in the communities and programs served by HWMO through awareness and action.

Mitigation best practices is a subject of interest and importance to all of our partners and within all of HWMO programs. For this reason, the Wildfire Mitigation Program Manager is expected to serve as an educator and the key communicator of mitigation information to people who live and work in fire-prone areas.

There are two types of education the Wildfire Mitigation Program Manager will carry out:

1. Education within wildfire mitigation/ risk reduction projects:

Education is part and parcel of all HWMO's mitigation projects, and therefore will be an important component of the Wildfire Mitigation Program Manager's responsibilities. For example, a project to design or install a fuel break or hold a 'community chipper day' will usually have an educational component connected to it that focuses on best practices for wildfire mitigation, so that the vegetation isn't just temporarily managed, but the people involved are able to knowledgeably and enthusiastically carry the work forward and continue their risk reduction efforts into the future. Similarly, a wildfire hazard assessment typically is coupled with a written explanation of findings and an in-person/virtual gathering to share back the results and recommendations in the written report.

2. Mitigation Education and Outreach to General Public and HWMO Program Participants:

The Wildfire Mitigation Program Manager will also play an important role in disseminating general mitigation information. The person in this position will be the primary communicator of mitigation best practices and mitigation-related program happenings through HWMO's



many formats, including both in-person and web-based communications. This includes workshops, HWMO and Firewise newsletters, social media platforms, websites, topical fact sheets, presentations, and more. Target audiences may include the general public, community wildfire ambassadors, Firewise community leaders, residents and property owners living in fire-prone areas, natural resource managers, decision-makers, and others.

Hawai'i-Firewise Program (Lead Role)

The Wildfire Mitigation Program Manager coordinates and performs community hazard assessments to communities that are going through the application process for Firewise USA recognition and assists existing Firewise communities with updating their hazard assessments. This person also assists Firewise teams/committees in designing, planning, and completing community mitigation/fuels reduction projects, and assists the Firewise Program Director in co-designing and piloting/scaling community mitigation programs (Community Chipper Days, Green Waste Dumpster Events, Defensible Space/Home Hardening Cost-Share Programs).

Wildfire Mitigation Ambassador Program (Lead Role)

The Wildfire Mitigation Program Manager provides ongoing technical and administrative assistance to community wildfire ambassadors that have been trained to perform home assessments. Assistance may take the form of ongoing training around home ignition zone concepts and mitigation best practices, informal assessments of their performance during home assessments, and/or monthly check-ins with home assessors. This person also supports the home assessors by promoting the program, linking the residents that request a home assessment with a trained home assessor, and following up with property owners after a home assessment is completed, and assists the Firewise Program Director in identifying/designing next-level program opportunities.

Cross-Boundary Wildfire Collaboratives (Collaborative Role)

The Wildfire Mitigation Program Manager supports both existing and emerging cross-boundary wildfire collaboratives that are supported by HWMO's Wildfire Collaboratives Program Manager with mitigation-related expertise and, when project funding is available, assisting the collaboratives' mitigation planning (including fuels reduction), implementation, and evaluation. Collaboratives are composed of diverse stakeholders that span land ownerships and agency jurisdiction, including residents, large landowners/managers, elected officials, community groups, government agency representatives, and other stakeholder groups.

Wildfire Planning (Collaborative Role)

The Wildfire Mitigation Program Manager assists HWMO's Wildfire Planning Specialist as s/he promotes and facilitates wildfire planning on various scales (community, regional, county, state, and private land holdings), as well as actively represents HWMO in external related mitigation efforts.

Organizational Sustainability & Other Duties as Assigned (Collaborative Role)



The staff of the HWMO are required to be strategic problem-solvers with the ability to nimbly jump in and participate in any variety of tasks or duties that help move HWMO forward. The Wildfire Mitigation Program Manager may help develop report summaries, participate in presentations to partners and/or elected officials, assist with grant and agreement reporting, assist with narrative development for grant proposals and may assist the HWMO's program area leads with field work related to project set-up and design. Occasionally, HWMO staff are required to aid in broader organizational initiatives, such as conference hosting, fundraisers, strategic planning, and other efforts that keep a small nonprofit healthy and thriving. The staff are committed to working as a team, stepping in and pulling weight when and where needed.

Other Details

This position is designed as a remote position. While performing the duties of this job, the employee is regularly required to use a computer (provided) and phone (personal). A high-speed internet connection, maintained by the employee, is required. Furthermore, the person selected for the job will need to secure a workspace conducive to their workstyle, duties, and co-determined work hours. There are remote office and cell phone stipends available to offset costs (see benefits section below). If the selected candidate is located within driving distance from Kamuela, Hawaii Island, there can be physical office space available at the HWMO office in Kamuela. Commuting to the office is not a reimbursable expense, but other travel for work purposes will be covered. The team within which this position will work may be a partially-fully remote team with members on several islands. Employees must be comfortable developing strong colleague relationships and teamwork both virtually and in person.

This position is eligible for flexible work arrangements. Availability during typical business hours of 9-5:00 pm HST with occasional evenings and weekends is strongly preferred, as the job is focused on providing interactive support for people in Hawaii and across the Pacific, and the employee must be available at the times that work for our constituents and our staff team.

All HWMO staff are required to be fully vaccinated against COVID-19. Proof of receiving one of the vaccines approved in the U.S. (Pfizer, Moderna, or Johnson & Johnson) shall be condition of employment and must be provided prior to starting work.

Wages and Benefits

- The starting wage will be \$30-\$34/hour, commensurate with experience
- The position is eligible for the following benefits:
 - Employer-sponsored HMSA health coverage (medical, dental and vision). Employees may elect to add dependent coverage (costs covered by employee).
 - 10 days of paid vacation leave per year for the first 2 years (hours are accrued based on actual hours worked and increase based on employment longevity).



- 5 days of paid sick leave per year following a New Employee Orientation period (90 days).
- 9 paid holidays per year
- Work-from-home stipends (\$50/month)
- Retirement plan (Simple IRA) after the first 12 months of employment (HWMO matches up to 3% of the employee's annual compensation)
- Computer provided

TO APPLY

Interested applicants should send a cover letter and resume with at least 3 references via email to directors@hawaiiwildfire.org by 5:00 pm HST on **February 5, 2023**. Interviews will take place approximately the third week of February. The ideal candidate will start early March, 2023. For questions about this job description, you may email us by Noon HST on February 3, 202. *No phone calls please.*

Hawaii Wildfire Management Organization (HWMO) is an Equal Opportunity Employer. It is HWMO's policy to recruit, hire, and provide opportunities for advancement in all job classifications without regard to race, color, religion, sex, national origin, age, citizenship, marital status, sexual preference, parental status, or disability.