



## Wisconsin Prescribed Fire Council Training and Certification Program Specialist

**Location:** anywhere within the southern half of Wisconsin (remote position), occasional travel statewide.

**Position summary:** This is a new position that will be primarily responsible for implementing the Training and Certification initiatives of the Wisconsin Prescribed Fire Council (WPFC). Secondary responsibilities include ensuring delivery of member services, increasing awareness and relevancy of the WPFC, and facilitating Council organizational operations. Specific responsibilities include organizing training programs for landowners, practitioners and administrators as well as facilitating the ongoing development of a Prescribed Fire Burn Boss Certification program. This position will regularly collaborate with existing Board committees to aid accomplishment of Council goals.

This position will be the key staff person for organizing delivery of grant-funded products for the next three years. Specifically, this involves:

- 1)** organizing and delivering training programs primarily for fire practitioners and National Resource Conservation Service (NRCS) resource professionals or administrators. Training for landowners is also desirable but this activity is not currently funded. We hope this objective will be expanded in scope and duration.
- 2)** assisting with developing and implementing a Prescribed Fire Burn Boss Certification program in partnership with the Wisconsin Department of Natural Resources (WDNR). This position may be extended (pending funding) beyond three years.

The WPFC anticipates increased capacity in the future and growth of this position as objectives are met.

**Scope of Authority:** This position operates under oversight of, and will report directly to, the Program Manager or (in the absence of a Program Manager) the Council Chair. However, this position is largely designed to operate independently and at its own direction to achieve assigned goals.

**Compensation and schedule:** This is a part-time hourly position and is expected to average 40 hours per pay period (20 hours/week). Actual hours worked will vary depending on season and ongoing projects and may be more than expected in rare instances. Hours could potentially be increased to up to 40 hours per week if funding allows.

Compensation will be between \$20.00 and \$24.00 per hour depending on experience and qualifications. Benefits are not provided with this position although additional training (such as Certified Burn Boss training) may be completed on paid time at the discretion of the Board Chair.

**Goals and Activities:** Job duties and approximate priority are listed below. Job duties are expected to evolve with expected growth of WPFC programs and organizational capacity.

### **50% - Coordinate Training programs**

1. Assist Training committee in development or procurement of training products.
2. Manage logistics of training programs, including
  - a) Produce or obtain training materials, such as slide presentations, handouts, etc.
  - b) Secure training venues,
  - c) Coordinate instructors
  - d) Communicate with attendees
  - e) Present Rx burn training materials in cooperation with other instructors
  - f) Process income and expenses
  - g) Evaluate training
3. Facilitate training program growth, including outreach and networking as needed.
4. Promote WPFC as a clearinghouse for training opportunities using social media, WordPress website, and other networking options to find and distribute training opportunities to the fire community
5. Assist landowners in developing burn plans for their own property as part of landowner training

### **30% - Assist Standards Committee, Program Manager, and WDNR in development of a Prescribed Fire Burn Boss Certification program in Wisconsin**

1. Distribute agendas and reports, take minutes, etc.
2. Edit program documents
3. Co-author, with volunteers or Program Manager, relevant working documents

### **10% - Organizational Operations**

1. Collaborate with Administrative Assistant to respond to regular inquiries the WPFC receives via phone, email, and writing
2. Prepare and deliver reports related to accomplishments and required grant reporting
3. Attend Board of Directors meetings monthly for updates and direction
4. Attend Board subcommittee meetings as needed to provide or seek assistance
5. Assist the Board of Directors Treasurer with logging of expenses and income, and budget tracking

### **10% - Develop and Deliver member services**

1. Assist in development of potential new member services
2. Explore options to create and implement services and products
3. Stay engaged with the fire community as a whole, and with the membership specifically, to keep abreast of common issues, concerns, and opportunities.

**Knowledge, Skills, and Abilities:**

1. Ability to manage multiple tasks
2. Proficiency with standard word processing, spreadsheet, and presentation software
3. Some experience with prescribed fire operations, preferably in Wisconsin fuel types
4. Responsive to internal and external parties via email, phone, writing, and in-person
5. Ability to travel statewide with own vehicle (mileage, lodging, and other travel expenses reimbursed).
6. Creative problem-solving skills
7. Able to work cooperatively with partners and stakeholders to achieve goals
8. Able to work independently, often with little direction
9. Be aligned at all times with the Council's mission and vision statements

**Apply Today!**

The WPFC is an Equal Opportunity Employer. Interested parties can apply by sending a cover letter, resume, and three references to Nathan Holoubek at [nholoubek@yahoo.com](mailto:nholoubek@yahoo.com) under the subject heading "Program Specialist."

**Application deadline: Friday, February 9, 2024**

To learn more about the WPFC, visit our website at <https://prescribedfire.org/>