

**NEW MEXICO HIGHLANDS UNIVERSITY**

**Las Vegas, New Mexico**

**PUBLIC VACANCY NOTICE**

**Posting Date:** July 24, 2014

**Application Deadline:** Open Until Filled

**Position:** Collaboration Program Manager

**Salary Grade:** 16

**Department:** Forest & Watershed Restoration Institute

**Minimum Starting Salary:** \$51,491

**Job Type:** Full-Time/12 Months

**FLSA:** Exempt

**Reports To:** Director of FWRI

**Summary:** The incumbent in this position is responsible to bring together stakeholder groups, facilitate cooperative action, and compile lessons learned from collaboration. The incumbent analyzes the social implications of biomass utilization and coordinates public outreach and education around forest health, fire use, and smoke production. The incumbent will catalyze the transition of the Southwest's renewable natural resource economy and culture. In addition, the incumbent will teach one course per semester in the newly SAF-accredited Forestry program in the Department of Natural Resources Management.

**DUTIES & RESPONSIBILITIES:**

- Serve as the Forest Watershed Restoration Institute's (FWRI) specialist in community collaboration, facilitation, and socio-economic dimensions of restoration.
- Work with federal, state, tribal, and local land management agencies to facilitate collaboration and actions that result in landscape-scale, restoration-based fuel-reduction treatments in woodlands and forests;
- Develop public awareness of the importance of fire in forest ecosystems and restoration;
- Represent FWRI in local, regional, or statewide collaborative watershed restoration and watershed working groups;
- Chair or facilitate meetings of standing or ad hoc committees and working groups;
- Engage in outreach and applied research in the area of collaborative natural resource management, especially as it relates to watershed restoration;
- Analyze socioeconomic data and prepares project reports and assessments;
- Provides field supervision of students or other staff;
- Teach one social science course a semester in the Forestry program;
- Acquire other funding for institute activities from federal, state, and private sources;
- Maintain regular attendance and punctuality;
- Perform additional duties as assigned by the FWRI Director.

**MINIMUM JOB REQUIREMENTS:**

- **Education:** A Ph.D. Degree in Anthropology, Rural Sociology, or a closely related field. (A Master's degree in a social science field with six (6) years of demonstrated applied research and experience in collaborative natural resources management may substitute for the Ph.D. degree.)
- **Experience:** Two (2) years' experience directly related to the duties indicated above.
  - **Preference:** Experience with the national Collaborative Forest Landscape Restoration Program and/or the Collaborative Forest Restoration Program in New Mexico, and fluency in Spanish.

**SPECIAL REQUIREMENTS:**

- Must possess and maintain a valid NM driver's license. Selection of an out of state candidate will require possession of a valid New Mexico Driver's license within sixty (60) days of employment.
- Must be willing to work weekends, evenings and odd hours as required
- Must be willing to travel.

- **Continued employment is contingent upon grant funding**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge and experience in facilitation of collaborative land management;
- Ability to work collaboratively with people of diverse backgrounds on natural resources issues;
- Ability to communicate effectively to diverse professional and public audiences;
- Ability to acquire federal and state grants, contracts, and other forms of funding;
- Ability to plan and conduct applied research in the broad area of collaborative natural resource management;
- Ability to write technical reports for internal and external publication;
- Ability to teach graduate and undergraduate students;
- Knowledge and experience facilitating collaborative groups;
- Ability to work productively, professionally and collegially with colleagues and diverse external stakeholders, as attested to by professional references;
- Knowledge and experience preparing information and findings and presenting information orally, in formal and informal settings, as demonstrated by documented products of these efforts;
- Knowledge and experience in applied research in an area of collaborative natural resource management;
- Knowledge, familiarity, and experience in New Mexico;
- Knowledge and familiarity with geographic information systems (GIS);
- Knowledge and familiarity with economic principles, data, and analysis.

**PHYSICAL DEMANDS:**

- Sitting .....Frequently
- Standing.....Frequently
- Walking.....Frequently
- Bending.....Occasionally
- Squatting.....Occasionally
- Climbing .....Occasionally
- Kneeling .....Occasionally
- Lifting up to 20 pounds.....Occasionally
- Lifting greater than 20 pounds .....Seldom

**WORK ENVIRONMENT:**

Work is performed in rural and peri-urban environments with community groups that are often resource-limited.

**APPLICATION PROCEDURE:** Interested applicants must submit: 1) a letter of interest; 2) resume; 3) University employment application; 4) names/address/telephone numbers of 3 professional references; 5) Copies of transcripts.

Candidates who are invited for interviews will be required to submit official transcripts.

References will be contacted in conjunction with interviews. Submit materials to:

**New Mexico Highlands University  
Human Resources  
Collaboration Program Manager  
Box 9000  
Las Vegas, NM 87701**

or

Email application materials to: [jobs@nmhu.edu](mailto:jobs@nmhu.edu)

For disabled access or services, call (505)454-3242 or TDD# (505)454-3003.

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