

**SAN JUAN MOUNTAINS ASSOCIATION**  
**Norwood Community Outreach Specialist (Seasonal)**

The San Juan Mountains Association (SJMA) is seeking a Norwood Community Outreach Specialist to lead SJMA's education/volunteer program out of the Norwood Ranger Station in partnership with the U.S. Forest Service.

**Background**

Founded in 1988, SJMA is a nonprofit cooperating (or interpretive) association that works in partnership with the Grand Mesa, Uncompahgre and Gunnison (GMUG) National Forest, the San Juan National Forest, the Rio Grande National Forest, and the Bureau of Land Management (BLM). With fourteen (14) bookstore/ visitor information offices, SJMA supports federal land management agencies throughout Southwest Colorado.

**Job Description**

**JOB SUMMARY:** The Norwood Community Outreach Specialist will be based out of the Norwood Ranger Station to develop and deliver interpretive and educational programming and organize volunteer events to contribute to public lands stewardship in the region. This position is under the immediate supervision of the SJMA Associate Director and will work at the direction of U.S. Forest Service on a daily basis.

**LOCATION:** The position will be based out of the Norwood Ranger Station in Norwood, CO.

**HOURS:** The expectation is that this position will be classified as non-exempt "Part-time Seasonal" with approximately twenty (20) hours per week and occasional nights and weekends. The season is anticipated to last four (4) months.

**COVID-19 Policy:** Employees must be fully vaccinated against COVID-19. If selected, the applicant must submit proof of vaccination. Employees are expected to comply with SJMA's employee handbook and Forest Service mask wearing and social distancing protocols.

**GENERAL DUTIES**

- Lead Educational and Volunteer Events on behalf of SJMA and the Forest Service. Schedule, plan, develop, market, advertise and deliver multiple educational and public lands stewardship programming throughout the season.
- Work with SJMA and Forest Service staff to ensure high-quality programming, coordinated with both SJMA's Education Director and Volunteer Services Director, and the Forest Service.
- Prepare accurate records and reports of educational and stewardship events.
- Develop partnerships with community organizations.

- Communicate and coordinate with the Forest Service to stay up-to-date on public lands recreation, forest products, and visitor information.
- Encourage a focus on “Leave No Trace” and “Tread Lightly” and to comply with applicable laws, rules and regulations.
- Update or develop new public information materials, such as handouts, for distribution to the public.
- Become familiar with Forest Service organization, functions, activities, facilities, and personnel to provide information to visitors and the public.
- Become familiar with common destinations and permitted uses of the GMUG National Forest.

### **AGENCY SUPPORT**

- Coordinate with agency staff to develop educational programs and stewardship events in line with agency priorities.
- Organize and attend meetings and training with agency staff.
- Assist with SJMA and Forest Service projects and programs as needed.

### **SKILLS AND QUALIFICATIONS:**

The successful candidate will possess some combination of the following skills/qualifications:

- Passion for public lands
- Interest and ability to build and deliver interpretive, educational, and stewardship programming
- Friendly, enthusiastic and positive attitude
- Great organizational skills
- Attention to detail
- Able to work independently while also being a team
- Computer literacy, especially with ‘Word’ and ‘Excel’
- Strong written and verbal communication skills
- Reliable
- Knowledge of the GMUG National Forest and surrounding areas
- Knowledge or willingness to learn local recreation sites
- Knowledge or willingness to learn Forest Service regulations

### **EDUCATIONAL REQUIREMENTS:**

B.S. or B.A. degree a plus. Additional training in Business Administration, Outdoor Recreation, Marketing and/or Communications is of additional interest.

A valid Colorado Driver’s License is required as well as a good driving record. A personal vehicle will be used on occasion, with mileage reimbursement consistent with SJMA policy.

**Compensation:**

\$15-\$17 per hour commensurate with qualifications and experience.

**To Apply:**

Those interested in the position are asked to submit a resume, professional references and letter of interest demonstrating their qualifications and interest in the position. The cover letter should succinctly describe the applicant's goals, suitability for the position, and other pertinent facts that may not appear in the resume.

No phone calls please. SJMA is an equal opportunity employer. Please send resumes and cover letters to [operations@sjma.org](mailto:operations@sjma.org).