



## ECOSTUDIES INSTITUTE

*A nonprofit scientific organization*

### Headquarters

P.O. Box 1614,  
Olympia, WA 98507  
ecostudies@ecoinst.org

### Eugene Office

87200 Rathbone Rd.,  
Eugene, OR 97402  
wvfire@ecoinst.org

---

### POSITION DESCRIPTION

Title: Willamette Valley Fire Collaboration Program Manager  
Reports to: Executive Director  
Location: Eugene, Oregon  
Position: Full-time, exempt; Permanent; Salaried with benefits (health, dental, vision, sick/vacation/holiday PTO, retirement)  
Salary: \$73,341 – \$95,368

### Overview Summary

This position will oversee the planning, coordination, and management of projects by the Willamette Valley Fire Collaboration (WVFC) program based in Eugene, Oregon, which is dedicated to prescribed and cultural burning, primarily in the Willamette Valley of Oregon with travel to other locations in the region to train, learn, and support regional partners and Tribal communities. Our team supports projects that uplift and prioritize Indigenous fire practices, community-based land stewardship, and the restoration of human relationships to landscapes. The position may lead or support other projects and is expected to contribute to the overall growth and development of the organization.

The position will focus on building and maintaining collaborative fire capacity in the Valley, including partnerships, planning, implementation, training, leadership capacity development, and other aspects of fire management. The WVFC is specifically centered on uplifting Indigenous people and people currently marginalized in the fire profession. A key goal is carrying out prescribed and cultural fire and all of the actions required to prepare for and maintain a healthy relationship with fire in our communities. The position will contribute to the development of a seasonal fire-capable crew, with responsibilities including fuels reduction, cultural and natural resources monitoring, Tribal leadership development opportunities, habitat monitoring and restoration, planning, and natural resources management. This position will provide additional support and leadership for projects throughout the Pacific Northwest as appropriate to pursue programmatic goals. The position is also expected to assist in developing processes and plans that intersect with Ecostudies' Prescribed Fire program based in Olympia, Washington.

The position requires a high level of responsibility and interpersonal skills, sound work ethic, and positive attitude. Development of positive and effective relationships with partners, colleagues, and volunteers is critical. The Program Manager will work independently, completing substantial tasks without direct supervision or through the supervision of partners, including state and federal agency, and Tribal personnel, such as the Oregon Department of Fish and Wildlife, OR Dept. of Forestry, U.S. Fish and Wildlife Service, and area Tribes.

---

*Conservation science, partnership, and practice*

www.ecoinst.org



## ECOSTUDIES INSTITUTE

*A nonprofit scientific organization*

### Headquarters

P.O. Box 1614,  
Olympia, WA 98507  
ecostudies@ecoinst.org

### Eugene Office

87200 Rathbone Rd.,  
Eugene, OR 97402  
wvfire@ecoinst.org

---

Administrative responsibilities will include budgeting and grant tracking, data collection, record-keeping and reporting, and ongoing communication with coworkers and partners.

### About Ecostudies

Ecostudies Institute is a 501(c)(3) scientific non-profit organization dedicated to the conservation of native species and their ecosystems. We achieve our mission through effective partnerships, sound scientific research, strategic land management and ecological restoration. At the core of our mission is a cooperative conservation model that strives to realize improved conservation outcomes by developing shared goals and vision through partnerships. These partnerships, in turn, encourage information transfer, advances in cutting edge restoration techniques, and the development of integrated range-wide conservation approaches. The organization is headquartered in Olympia, Washington with a field office in Eugene, Oregon. Ecostudies currently employs over 40 permanent and seasonal staff.

The Willamette Valley Fire Collaboration (WVFC) Program is a prescribed and cultural fire program serving communities across a shared, fire-adapted landscape and carrying out all the actions required to prepare for and maintain a healthy relationship with fire in our communities. The program centers Indigenous peoples in building regional fire capacity and is dedicated to uplifting native fire stewards and people currently marginalized in the fire profession. Fire is a part of a yearlong relationship with place, one vital part of ongoing stewardship. Ecostudies maintains an office in Eugene, Oregon, for the WVFC with a permanent staff of 4 individuals.

### HIRING EQUITY STATEMENTS

ESI values and seeks diversity and equity within the organization, and we encourage applications from all groups of people. We recognize that the strength of the organization is in our people, and we believe that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination and harassment. Ecostudies does not and will not discriminate in employment and personnel practices, and our commitment to equal employment opportunity applies to every aspect of the employment relationship.

*It is well-documented that Black, Indigenous and People of Color (BIPOC), queer and transgender folks, women, and other marginalized groups often do not apply for jobs unless they feel they meet every qualification listed in the job description. We are most interested in finding the right candidate for the job and our organization. We encourage all passionate and interested candidates to apply and think broadly about your background and qualifications that could be transferable for the position. We are committed to working against the structural biases that continue to keep marginalized people excluded from the conservation, restoration,*

---

*Conservation science, partnership, and practice*

www.ecoinst.org



## ECOSTUDIES INSTITUTE

*A nonprofit scientific organization*

### Headquarters

P.O. Box 1614,  
Olympia, WA 98507  
ecostudies@ecoinst.org

### Eugene Office

87200 Rathbone Rd.,  
Eugene, OR 97402  
wvfire@ecoinst.org

---

*and wildland fire/prescribed fire fields, and to making sure our hiring practices are not reproducing those biases.*

### RESPONSIBILITIES

- Oversee, coordinate and manage a regional prescribed fire program that assists and integrates across multiple sites and partners. Develop and adapt a framework to support prescribed fire and fire learning throughout the Willamette Valley.
- Work collaboratively at the Willamette Valley region scale to maintain and develop partner relationships to improve overall cooperation, efficiency and effectiveness and promote overall program sustainability.
- Develop and track agreements and program budget. Ensure funding is effectively and legally managed.
- Develop and implement management and restoration plans to conserve imperiled species and their habitats, and Indigenous lifeways and cultural practices. Work in close collaboration with area Tribes to balance science and Indigenous knowledge.
- Provide oversight, leadership, and supervision for assigned staff.
- Direct and support scheduling, logistics and implementation.
- Work with and lead teams to develop and implement project plans. Teams may include Tribal staff and Tribal members, ESI staff, partners, volunteers and contractors.
- Maintain knowledge of fire management, restoration and species recovery appropriate to support projects.
- Work with ESI Directors and staff and partners to generate grant and other funding to support future conservation projects.
- Communicate successes and lessons learned to partners, Ecostudies staff and the public through written reports, oral presentations and other communication efforts.
- Complete other duties as requested.

### REQUIRED KNOWLEDGE AND SKILLS

- Minimum six years' experience and/or education related to restoration, natural resources, or fire management (or related fields) and at least one year's experience in program management, including planning, staffing, reporting, and budgets.
- Demonstrated experience working with Native peoples and Tribal communities; cultural competency and sensitivity; knowledge of decolonization concepts; knowledge of or willingness to learn Oregon Tribal history.
- Experience managing collaborative projects and providing leadership and training for integrated projects.
- Ability to work within a collaborative context and achieve objectives through team efforts.

---

*Conservation science, partnership, and practice*

www.ecoinst.org



## ECOSTUDIES INSTITUTE

*A nonprofit scientific organization*

### Headquarters

P.O. Box 1614,  
Olympia, WA 98507  
ecostudies@ecoinst.org

### Eugene Office

87200 Rathbone Rd.,  
Eugene, OR 97402  
wvfire@ecoinst.org

---

- Ability to synthesize, interpret and communicate scientific information to inform practices.
- Ability to make sound risk management decisions.
- Experience with networking and meeting facilitation.
- Experience managing time and diverse activities under deadlines while operating professionally and producing high-quality reports or other documents.
- Ability to acquire NWCG Firefighter Type 2 (or equivalent) qualification with willingness to progress in leadership qualifications.
- Experience working with or knowledge of natural systems and ecological management principles.
- Obtain related licenses or certifications such as first aid, CPR, driver's license.
- Working knowledge of common software applications (e.g.; Word, Excel, Web browsers) and familiarity with ArcMap GIS and other database systems.

### WORKING CONDITIONS

- Regularly works indoors in an office setting, as well as outdoors in natural and wildland areas. Frequently visits natural lands and other areas - hikes across uneven ground and conducts work within native habitats.
- Field work is performed in all weather conditions and often in rough terrain.
- Works in conditions involving pesticides or prescribed fires.
- Occasionally lifts, positions, or otherwise moves objects weighing up to 50 pounds.
- Responsible for some evenings and weekends including travel.

---

### HOW TO APPLY

Qualified applicants should submit a letter of interest, resume, and contact information for three professional references in one combined document.

Email applications to Ka-Voka Jackson ([kjackson@ecoinst.org](mailto:kjackson@ecoinst.org)) with the position you are applying to in the subject line. All applications will be acknowledged.

*Ecostudies Institute is an Equal Opportunity employer. Personnel are chosen on the basis of suitability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.*

*The above statements are intended to describe the general nature of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and*

---

*Conservation science, partnership, and practice*

www.ecoinst.org



## ECOSTUDIES INSTITUTE

*A nonprofit scientific organization*

### **Headquarters**

P.O. Box 1614,  
Olympia, WA 98507  
ecostudies@ecoinst.org

### **Eugene Office**

87200 Rathbone Rd.,  
Eugene, OR 97402  
wvfire@ecoinst.org

---

*responsibilities. Ecostudies Institute management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

*This position description does not constitute an employment agreement between the Ecostudies Institute and the employee and is subject to change by Ecostudies Institute as the needs of the Ecostudies Institute and requirements of the job change.*