

Collaboration Program Manager

Position Details

Position	Collaboration Program Manager
Full Time/Part Time	Full Time
Job Type	Regular
Position Summary	<p>The Collaboration Program Manager is responsible for coordinating the FWRI's role in multi-stakeholder collaborative groups; for facilitating collaborative action among partners; for creating and building collaborative capacity in multi-stakeholder groups; for organizing and taking a leadership role in regional networks of collaborative organizations; for supervising FWRI staff working in collaboration; for conducting applied research on collaboration in an adaptive management context; and for compiling and reporting lessons learned from participation and collaboration in natural resources management. The goal of the Collaboration Program is to catalyze the transformation of New Mexico's community culture to one that supports a restorative and regenerative economy and is ecologically sustainable</p>
Duties and Responsibilities	<ul style="list-style-type: none">·Facilitating, coordinating or participating in meetings of collaborative groups and watershed associations around New Mexico·Serving as a resource to collaborative groups in preparing planning documents such as charters, mission statements, operating principles, and communications plans, and facilitating group processes to develop these documents·Chairing committees and working groups in collaborative organizations and networks·Advancing partnerships with federal, state, Tribal and local land management agencies and other stakeholders that expand landscape-scale restoration and fuel reduction treatments in forests and woodlands·Taking a leadership role in networking collaborative groups in the Southwest and Western U.S.·Advocating for collaborative forest restoration and adaptive ecological management in New Mexico and the Southwest·Engaging in applied research on collaborative natural resource management and watershed restoration, and reporting on research at conferences and in publications·Serving as the FWRI's specialist in community-based collaboration and collaborative group processes, facilitation, and socio-economic dimensions of restoration·Developing resources to assist organizations to build collaborative capacity·Acquiring funding to support collaborative activities, research and outreach·Supervising NMFWRI collaboration staff, including VISTA volunteers and student workers·Performing additional duties as assigned by the FWRI Director
Minimum Job Requirements	<ul style="list-style-type: none">·Education: A master's degree in rural sociology, anthropology, human geography, human dimensions of natural resources, or a closely related field·Experience: Three (3) years' experience directly related to the duties and responsibilities described above
Preferred Qualifications	<ul style="list-style-type: none">·Education: A Ph.D. in rural sociology, anthropology, human geography, human dimensions of natural resources, or a closely related field·Education: Certification/training in facilitation, mediation, conflict resolution, network development, coalition building, and/or collaborative group processes·Experience: Participation and leadership in place-based collaborative organizations and partnerships·Experience: Applied research on human/social dimensions of adaptive ecological management and restoration, reported in documents, publications and public presentations
Special Conditions for Eligibility	<ul style="list-style-type: none">·Must possess and maintain a valid New Mexico 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 occasionally work weekends, evenings, and odd hours, as required·Must be willing to travel, at times to remote locations·Continued employment is contingent on grant funding
<p>New Mexico Highlands University has implemented a mandatory COVID-19 vaccine requirement for NMHU students and employees. For detailed information, visit Coronavirus (COVID-19) information – New Mexico Highlands University (nmhu.edu).</p>	
Knowledge, Skills, and Abilities	<ul style="list-style-type: none">·Knowledge of collaborative forest and watershed restoration and adaptive ecosystem

Abilities

management

- Knowledge of and experience with funding sources for collaborative watershed restoration, such as the Collaborative Forest Landscape Restoration Program (CFLRP), the Collaborative Forest Restoration Program (CFRP), and the Joint Chiefs' Landscape Restoration Partnership
- Skilled at facilitation, mediation, conflict resolution, network development, and/or coalition building
- Skilled at planning and conducting applied social science research, at collecting and analyzing data, and at reporting results
- Ability to work productively with diverse stakeholders representing varied interests
- Ability to form and sustain partnerships and professional relationships with land owners, managers and stakeholders
- Ability to write technical and educational reports for internal and external publication
- Knowledge of the Spanish language and ability to speak and write Spanish is a plus, though not required
- Knowledge, familiarity and experience in New Mexico
- Knowledge and skill with geospatial information systems (GIS) is desirable
- Ability to work productively, professionally and collegially with a diverse set of colleagues representing an array of disciplines

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

Working Environment

Work is performed in rural and peri-urban environments with community groups that are often resource-limited, and in an office on the campus of a regional public university. The possibility for hybrid work combining office and telework exists, if appropriate.

The mission of the FWRI is to promote practices that advance adaptive management, reduce the risk of catastrophic wildfire and improve ecosystem function. The Assistant Manager/Forestry Specialist complements FWRI expertise in monitoring, geospatial information systems, collaboration, outreach and ecological restoration. The FWRI is one of three Southwest Ecological Restoration Institutes (SWERI), with partner institutes in Arizona and Colorado, and collaborates in the Forest Restoration Triangle (FORT) with the NMHU Forestry Department, the only SAF-accredited forestry department in New Mexico, and with the New Mexico State University John T. Harrington Lab in Mora, NM.

The FWRI is located on the campus of Highlands University in historic Las Vegas, NM. Highlands University, a Hispanic Serving Institution, offers a comprehensive education to a diverse student body, and Highlands faculty are actively involved in research, service and outreach. Las Vegas is located at the foot of the picturesque Sangre de Cristo Mountains, and offers small-town charm, a healthy environment and abundant year-round outdoor recreation opportunities in nearby national forests, state parks, and wildlife refuges. Santa Fe, New Mexico's capital, is an easy 60-minute drive to the west, and Taos and Albuquerque can be reached in less than two hours.

Pay Rate

55,000

Work Location/Campus Center

Las Vegas, NM Campus

EEO Statement

New Mexico Highlands University is an affirmative action, equal opportunity employer, making decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability, or any other protected class. We are committed to the University values of diversity, accessibility, excellence, and responsiveness.

For disabled access or services call 505-454-3242 or email hr@nmhu.edu

Visit the link below for more information regarding affirmative action and equal opportunity:
[Equal Employment Opportunity is THE LAW](#)

Posting Number

AS566P

Open Date

01/07/2022

Close Date

Open Until Filled

Yes

Special Instructions to Applicant

A complete online application must include: 1) Letter of interest/cover letter that highlights relevant knowledge, skills, and abilities; 2) Resume; 3) Names, telephone numbers and email address of three (3) professional references in the online application; 4) copies of unofficial transcripts. Candidates who are invited for on-campus interviews will be required to submit official transcripts. References will be contacted in conjunction with on-campus interview. Upload required materials with online application. For disabled access or services, call (505) 454-3242 or contact Human Resources at hr@nmhu.edu NMHU IS AN EQUAL OPPORTUNITY EMPLOYER

Quick Link<https://nmhu.peopleadmin.com/postings/7154>

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?

- Public Job Posting
- Internal Job Posting
- Agency Referral
- Advertisement/Publication
- Personal Referral
- Website
- Other

2. * What is the highest level of education attained?

- GED
- High School Diploma
- Associates Degree
- Bachelors Degree
- Masters Degree
- PHD

3. * How many years of experience do you have in this type of position?

- 0-1
- 1-3
- 3-5
- 5-7
- 7+

4. Will you have a Ph.D. in hand by the date of appointment or an advanced ABD by the date of the appointment?

- Yes
- No

5. Are you available to work in the evening (6 pm to 10 pm)?

- Yes
- No

6. Are you available to work weekends?

- Yes
- No

Documents Needed to Apply

Required Documents

1. Cover Letter/ Letter of Interest
2. Resume
3. Unofficial Transcripts Conferring Required Degree

Optional Documents

1. Letter(s) of Recommendation