

# Cal Poly Humboldt Sponsored Programs Foundation

Job Announcement

*This is not a state position*

**Job Title:** Integrated Fire Education, Training, and Experience Program Manager

**Wage:** \$50-60,000/yr DOE

**Project Name:** Integrated Fire Program

**Supervisor:** Institute Director, Dr. Jeff Kane

## Job Description

Humboldt Fire Resilience Institute (<https://fireinstitute.humboldt.edu/>) is seeking a highly motivated program manager to organize and contribute to the CalFire-funded Integrated Fire Education, Training, and Experience program. The selected candidate will lead the coordination of agreements with local partners to develop or assist with implementing education and training courses as part of certificate programs for professionals, students, and community members. The position will be based out of Arcata, California, but may require short-term travel to nearby sites in the region. The selected candidate will work closely with Humboldt Fire Resilience Institute Director, Dr. Jeff Kane (<https://fwr.humboldt.edu/people/jeffrey-kane>).

## Minimum Qualifications

- MS degree or higher in Fire, Forestry, or related field
- Experience working in fire and fuels management
- Coursework in some combination of fire science/management, fire ecology, forestry or related fields.
- Experience teaching academic or training courses
- Ability to communicate effectively in oral and written formats
- Commitment to collegiality and collaboration for the benefit of the program, institute, and university

## Preferred Qualifications

- Experience coordinating and developing academic or training courses
- Direct experience conducting prescribed fire or other fuel reduction treatments
- Capacity to use learning management systems (e.g., Canvas)
- Ability to develop online learning modules for professional, academic, or community fire courses
- Supervisory experience related to program management
- Strong organizational and management skills

## Position Duties

- Assist in developing agreements with partners to offer training opportunities for students
- Establish connections with community partners to enhance experiential opportunities for students
- Assist in developing and coordinating fire certificate programs

- Develop courses modules and teach fire-relevant education or training courses (virtual or in-person)
- Work closely with the Humboldt Fire Resilience Institute Director to meet program goals
- Assist in grant writing or other modes to support the program

### **Position Salary and Benefits**

This is full-time, 12-month, three-year position with a salary between \$50-60,000/yr (depending on prior experience) contingent upon satisfactory performance and project funding. The successful candidate will be eligible to participate in medical, dental, vision, life, and retirement benefits. This is not a state or federal position.

### **Application Instructions**

Applicants are being considered until the position is filled with a flexible start date in Spring 2023. Review of applications will begin on Dec. 15, 2022.

To apply, send the following to Dr. Jeff Kane ([jkane@humboldt.edu](mailto:jkane@humboldt.edu)):

- A letter of interest (clearly stating your background, experience, and career interests)
- CV/resume (including prior relevant experience and education)
- [SPF Self-Identification Form for Job Applicants](#)
- Unofficial transcripts
- Names and contact information for three academic and/or professional references

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt SPF's Equal Employment Opportunity hiring can be found [here](#).

For assistance with the application process, please submit an Accommodation Request Form, which can be found [here](#) or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at <https://hraps.humboldt.edu/reasonable-accommodation>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Cal Poly Humboldt SPF employees who apply for this position.