

Job Announcement

Cimarron Watershed Alliance, Inc.



Position Title: Project Manager / Assistant Project Manager

Location: Colfax & Taos Counties, NM

Compensation: \$32-\$44/hour plus Benefits

Work Schedule: Full Time

Posted: February 24, 2025

Deadline for Initial Consideration: March 28, 2025

Open Until Filled

Position Overview

The Cimarron Watershed Alliance (CWA) is hiring a **full time, permanent Project Manager / Assistant Project Manager** to help manage and implement large scale, grant funded forest and watershed restoration projects in Colfax and Taos Counties of northeast New Mexico. The CWA is seeking candidates with three plus years of experience working in forestry, natural resources, ecological restoration, wildland fire, or related fields in western landscapes. While this position is a mix of office and field work, excellent written communication skills and the ability to learn to take on a lead role in office-based project management work is a key requirement for this position.

Organization Overview

The Cimarron Watershed Alliance (CWA) is an existing 501(c)(3) nonprofit watershed organization based in northeast New Mexico with a mission “to strive for and maintain healthy watersheds and forests for all residents through collaborative community activities involving all stakeholders with an interest in water.” The CWA currently has four full time employees, one part time employee, and a volunteer Board of Directors. Since we began in 1999, the CWA has successfully managed and implemented numerous grant funded forest and watershed restoration projects in our area. Most of our work is on private land, but we also partner with and work on federal, state, and tribal lands.

Our current focus is reducing wildfire risk in the [Enchanted Circle](#), a heavily forested [Wildfire Crisis Strategy Landscape](#) located in the mountains of northeast New Mexico that has been identified at the [state](#) and [federal](#) level as having high wildfire risk, by implementing large scale forest restoration and fuels reduction projects. Since 2023, the CWA has been awarded three [Community Wildfire Defense Grant](#) (CWDG) projects totaling ~\$20 million to implement over 6,000 acres of forest treatment work on private lands in the Colfax and Taos County area. These projects are located in and around local communities and involve forest restoration, fuels reduction, and defensible space work on private properties ranging in size from 1 acre to several thousand acres. Work will be implemented by subcontractors utilizing a mix of heavy forestry equipment, light equipment, and hand crews.

The CWA also has a strong track record of implementing numerous water-related restoration projects on local rivers, streams, and wetlands. Looking forward, we are actively developing future grant funded forest and watershed restoration projects in northeast New Mexico.

Duties and Responsibilities

The CWA is a small organization and our staff wear many hats, so this announcement describes the major duties expected of this position and is not all encompassing. Primary duties of the **Project Manager / Assistant Project Manager** will focus on working with other CWA staff to manage and implement grant funded forest and watershed restoration projects and include:

- Learn to take on a lead role in written, office-based project management work such as project development, grant writing, cost estimating, budgeting, issuing Requests for Proposals, preparing agreements, issuing subcontracting documents, reporting, and general correspondence with stakeholders and partners.
- Support implementation of the CWA's three CWDG funded projects in the office and field:
 - Meet with land owners to perform home & property assessments;
 - Identify home hardening, fuels mitigation, & forest restoration needs, communicate these needs to the owners, and write treatment plans;
 - Perform project layout, tree marking, and GPS mapping;
 - Coordinate with landowners and subcontractors to schedule and implement forest and fuels treatments;
 - Provide regular field oversight of subcontractors and inspect completed work;
 - Assist in implementing prescribed fire pile burning and broadcast burning.
- Support the CWA's efforts with wildfire risk reduction, forestry, and watershed restoration work in the Enchanted Circle. Help with project development, grant writing, and project implementation for forest and watershed projects on federal, state, tribal, and private lands.
- Develop relationships, effectively communicate, and collaborate with coworkers, CWA Board of Directors, subcontractors, agencies, landowners, and other organizations.

Required Qualifications:

- Excellent written communication skills with an emphasis on concise, technical writing in the forestry / natural resources field is a key requirement for this position.
- Minimum three plus years of relevant work experience in forestry, natural resources, ecological restoration, wildland fire, or a related field in western landscapes.
- Proficiency with Windows, standard Microsoft Office products (Word, Excel, PowerPoint), Adobe Pro, Zoom, email, spreadsheets, maps, and mapping software.
- Knowledge of forestry, natural resources, and/or ecological restoration best practices.
- A very high attention to detail.
- Ability to work independently and remotely without daily in-person oversight.
- Ability to learn new skills and information independently, from coworkers, and at trainings.
- Ability to work in small teams, with private home / land owners, and with public natural resource agency staff.
- Ability to develop relationships, effectively communicate, and collaborate with others.
- Experience with GPS units, spatial data collection, and data management.
- Valid driver's license and reliable personal vehicle for reimbursable work-related travel.
- Must be authorized to work in the United States.

Preferred Qualifications:

- Five plus years of relevant work experience in forestry, natural resources, ecological restoration, wildland fire, or a related field in western landscapes.
- Bachelor's or Master's degree in forestry, land or natural resources management, geology, ecology, conservation biology, ecological restoration, watershed science, civil or forest engineering, GIS, wildland fire science, or a related field.
- Experience as lead manager on forestry, natural resources, or ecological restoration projects.
- Wildland & prescribed fire experience with current NWCG Qualifications.
- Basic experience with ESRI software such as ArcGIS Pro, ArcGIS Online, Field Maps, or ArcMap.
- Experience working with state and federal natural resource agencies.
- Project development, grant writing, and budgeting experience.
- Experience with federal and state grants, agreements, audits, procurement, permitting, and related regulations & compliance.
- Experience with environmental, cultural, ESA, or NEPA compliance at the federal or state level.
- Multi-lingual in Spanish or Tiwa is a plus.

Compensation and Benefits

- Hourly Wages: \$32 to \$44 per hour, depending upon experience. All CWA employees are paid hourly wages. Overtime is paid for any hours worked over 40 in a work week. Successful candidates with several years of strong, relevant experience can expect an offer in the middle of this range. Exceptional candidates may receive an offer in the upper end of this range.
- The CWA offers an Individual Coverage Health Reimbursement Arrangement (ICHRA) to reimburse full-time employees for monthly health insurance premiums. Current reimbursement amount for 2025 is \$425 per month.
- Full-time CWA employees are provided with 64 hours of front-loaded Paid Time Off (PTO) per year plus 1 hour of PTO for every 25 hours worked.
- Work related travel is reimbursed at the federal mileage rate. Per diem for work related travel is generally reimbursed. A CWA owned truck or SUV may be available for work related travel.

Working Conditions & Additional Information

- This position reports to the CWA Executive Director.
- Full time employment is 30+ hours per week. This position is expected to consistently work close to 40 hours a week.
- This position is a combination of office and field work. Warmer months will require more field work while colder months will require more office work.
- While the CWA is working to secure office space near Angel Fire, this position is primarily remote. Employees should expect to perform most office-based work from home and must have reliable phone and internet service.
- Work schedules are typically regular business hours Monday through Friday but can be flexible. Work may require occasional weekends, holidays, or long days.
- Field work, in person meetings, and training courses will require travel within northeast New Mexico, primarily Colfax and Taos Counties.

- Field work will occur outside on projects located in the mountains, forests, rangelands, and streams of northeast New Mexico. The ability and willingness to work outside by yourself on foot all day, for several days in a row, and occasionally in inclement weather, is required.
- Subcontractor oversight requires working on foot in proximity to heavy equipment, tree felling, and related forest and watershed restoration operations in remote wildland settings.
- Successful candidates should live near or be willing to relocate to the Colfax, Taos, or Mora County area. Other locations in northeast New Mexico or southern Colorado may be considered for highly qualified, exceptional candidates.
- Candidates should be willing to use their personal cell phone for work.
- Depending upon an employee's place of residence, overnight stays in RVs or hotels may be required for field work, trainings, and meetings. Overnight car/tent camping for field work in remote areas during the warmer months for several consecutive nights is occasionally required.
- This full-time position is contingent upon funding from current and future CWA projects.
- Successful candidates can expect to gain significant experience in project management, grant writing, forest and watershed restoration, agreements, budgeting, and business operations.

The Hiring Process and How to Apply

- If you think you are a good fit for the job and for the CWA, we encourage you to apply even if you are unsure that you meet every qualification. Interested candidates may contact the CWA with questions at cimarronwater@gmail.com.
- Applicants should submit a 1-2 page cover letter, their resume, and a short, 1-3 page writing sample as pdf attachments via email to the CWA at cimarronwater@gmail.com.
- Cover letters should include the following: introduce yourself & your background; explain why you are interested in this job & working for the CWA; describe some prior work of yours that you are proud of & why; and discuss a mistake you made on the job & what you learned from it.
- We will invite qualified candidates to interview soon after their applications have been received and reviewed. The deadline for initial consideration of applications is March 28, 2025.
- Depending upon an applicant's location, interviews may be in person or virtual. Interviews will continue on a rolling basis until the position is filled.
- Finalists will be required to submit three professional references and complete a writing assignment that reflects requirements of the job within a 48-hour timeframe of their choosing.
- Successful candidates with a strong background in relevant project management will be offered a Project Manager position and will work up to a lead role on one or more CWA Projects. Successful candidates with more limited project management experience will be offered an Assistant Project Manager position and will initially serve in a supporting role.
- Start date is flexible based on the successful candidate's availability.
- The CWA may hire multiple candidates as a result of this job announcement.

The Cimarron Watershed Alliance, Inc. is an equal opportunity employer. We provide equal employment opportunities to all employees and applicants for employment without regard to any characteristic protected by applicable law. Further, we prohibit discrimination, harassment, and retaliation in all aspects of employment, including recruitment, hiring, promotion, compensation, benefits, training, and termination.