



Coordinator
Position Announcement
945 State Highway 146 West
Golconda, IL 62938
Ph. (618) 967-4213

The Shawnee Resource Conservation and Development Area, Inc. (shawneercd.org) is seeking an experienced prescribed burn coordinator to support the work of the Southern Illinois Prescribed Burn Association (sipba.org).

Specific Duties: All work shall be done on an as needed basis to satisfy deadlines, scheduled meetings, optimum field workdays, and other agreed-upon objectives to accomplish the following:

- Planning and attending meetings of the Board of Directors, Annual membership meetings, and contractor meetings as necessary.
- Researching, writing proposals, and administering grants to fund the operation of SIPBA.
- Soliciting support from agencies and organizations including, but not limited to, the Illinois Department of Natural Resources, USDA Natural Resources Conservation Service, U.S. Forest Service and Shawnee National Forest, U.S. Fish and Wildlife Service, Volunteer Fire Departments, Quail Unlimited, National Wild Turkey Federation, the Nature Conservancy, and other identified funding sources.
- Representing the Association to the public, officials, industry, donors, media, and partners including presentations and lectures delivered to diverse audiences.
- Developing news articles regarding prescribed burning and the activities of SIPBA, including an update article for the Shawnee Resource Conservation & Development Area (SRCD) Annual Report.
- Writing, updating, submitting, and archiving burn plans for all private landowners who make up SIPBA membership.
- Maintaining master lists and records of past and planned burn activities.
- Developing and implementing regular training opportunities for SIPBA volunteers in cooperation with the Illinois Department of Natural Resources, U.S. Forest Service, U.S. Fish and Wildlife Service, Southern Illinois University, University of Illinois Extension and others.
- Planning prescribed burns for SIPBA membership, including ensuring that fire lines are adequate, all obligations required by the IL Prescribed Burn Act have been met, and finally assembling crews and resources for implementation.
- Acting as “burn boss” (Illinois Prescribed Burn Manager Certification) or designating a burn boss for SIPBA burns, including designating and mentoring apprentice burn bosses as needed.
- Supplying burn reports to the IDNR, NRCS and other agencies as required.
- Ensuring the obligations and deliverables associated with various grant projects are met and accounted for.

- Regular updates and progress reports to grant administrators as required.
- Coordinate the purchase and distribution of prescribed burning equipment. Manage a comprehensive inventory including ATVs, trailers, outdoor power equipment and hand tools.
- Oversee the contracting of additional personnel for the purpose of fire line preparation and burn bosses as needed.
- Stewardship of members including recruitment and encouraging active participation in the program.

Additional duties

- Utilization of GIS digital mapping software and applications to create, record, share, and analyze management activities.
- Developing long-term strategies for expansion and sustainable operation while managing up to 180 volunteers and staff with a combined budget of over \$160,000.
- Developing innovative partnerships with agencies, stakeholders, and communities for the purpose of collaboration and compounded positive impact in 11 southern counties of Illinois.
- Serving as leadership and public face of the Association while serving as an ambassador for comprehensive habitat management on public and private lands.

Qualifications & Experience

- Illinois Prescribed Burn Manager Certification
- Experience with fire line construction and prescribed burning (must include references)
- Experience with updating and preparing burn plans
- Must live in Southern Illinois or be willing to relocate
- Bachelor of Science in Forestry, Natural Resource Management, or equivalent
- Proficiency in management of digital records
- Written and oral communication skills
- Experience in meeting preparation and execution
- Must understand necessary equipment maintenance
- Must have a personal vehicle capable of hauling the SIPBA equipment trailer (half-ton minimum)

The successful candidate will contract with the Shawnee Resource Conservation and Development Area, Inc. to execute contracts related to the SIPBA Coordinator position description with the option of including additional related projects. Compensation will depend on available funding, candidate preferences, and future grant opportunities.

The contractor is not an employee of the SRCD or SIPBA and their governing boards assume no responsibility and/or liability for Unemployment Insurance, Social Security, Workman's Compensation protection and Federal or State Withholding taxes. The SRCD reserves the right to renew the contract based upon measurable progress, the recommendation of project partners, and the availability of project funding. In addition, the contract can be terminated by either party with 30 days written notification.

To apply: Applications due 8/29/2022. Please send resume, letter of interest, and document listing history of fireline experience with references to Raymond Bieri, Executive Director of the Shawnee RC&D, director@shawneercd.org.

