

## **Utah Association of Conservation Districts**

### **Job Vacancy Announcement**

#### **Northern Utah Community Outreach and Education Coordinator—**

**Application Deadline:** Open until filled

**Location:** *Office in Salt Lake City, Utah; (other locations of residence considered)*

**Anticipated Start Date:** June 2026

**Overview:** This is a collaborative position serving the Bureau of Land Management (BLM), Intermountain West Joint Venture (IWJV) and the Utah Association of Conservation Districts (UACD). The position's responsibility will be to further the delivery and implementation of conservation efforts of the Rich County restoration landscape and the West Box Elder County sagebrush landscape.

The Rich and West Box Elder County landscapes support strong agricultural and ranching communities and support vital habitat for a wide range of species including greater sage grouse, Bonneville cutthroat trout, migrating birds, and big game. ***UACD, the Utah BLM, and IWJV are hiring a Community Outreach and Education Coordinator*** to assist in the conservation efforts throughout the rural communities of northern Utah. The successful candidate will be self-driven to work across multiple land ownerships and promote landscape-level conservation by fostering relationships among numerous partners for project planning, implementation, and communicating the results throughout the communities. The position will communicate conservation opportunities through community outreach, education, and showcasing information from past, current, and future projects. The Northern Utah Community Outreach and Education Coordinator will have an important role by broadening efforts between private landowners, conservation organizations, federal, state, local entities, and other partners for watershed and habitat improvement projects throughout northern Utah.

This is a full-time, 3-year position with the incumbent being an employee of the Utah Association of Conservation Districts. Daily supervision, instruction, and leadership will be provided by the BLM Salt Lake Field Office (SLFO). The preferred location is the general SLC area, but applicants who reside within the Bear River Watershed area will also be considered. Office space will be available at the BLM Salt Lake Field Office and will require the position to *travel regularly to Rich and Box Elder counties of Utah and surrounding states within the Bear River Watershed, including Wyoming and Idaho*. The incumbent is expected to work closely with the BLM, IWJV, UACD, and other partners/stakeholders in the

region such as: US Forest Service (USFS), Natural Resources Conservation Service (NRCS), Utah Grazing Improvement Program (UGIP), Utah Division of Wildlife (UDWR), Utah State Extension, Trout Unlimited (TU), private landowners, conservation districts and other non-profit and county agencies working within the project area.

**Position Duties and Responsibilities:**

- Member of an interdisciplinary team, serving as the community outreach, education, communication, and partner liaison for the restoration watershed areas, working closely with and coordinating regularly with the Utah Priority Watershed Program Manager and interdisciplinary teams.
- Communicate clearly and effectively with land managers and partner agency staff.
- Lead the effort of compiling and communicating project planning and results to local, regional, and national audiences.
- Communicate project requirements, complete site visits, and develop contracts/plans for projects and participants, track project timelines and budgets.
- Assist monitoring and the communication of data on grazing allotments to permittees.
- Help maintain signage across BLM Districts.
- Assist in matching BLM projects with other funding opportunities for surrounding public and private lands.
- Facilitate information, education, and awareness on conservation opportunities to all levels of partners in the partnership including BLM, IWJV staff, and UACD.
- Showcase information from past and current projects to the public (i.e., presentations showing pre and post data for vegetation and wildlife populations, kiosk displays, social media posts, etc.). Provide periodic updates on accomplishments in databases or through internal and external networks.
- Develop quarterly progress reports and participate in quarterly progress report meetings with supervisory partners.
- Seek new partnerships, write, and secure grants, and develop agreements as appropriate to build the partnership, and subsequent conservation efforts in the area.
- Develop and update maps for the BLM SLFO as needed within the planning areas, using GIS applications.

- Foster collaboration and strong working relationships among federal and state natural resource agencies, counties, landowners, NGOs, and related partners.
  - Coordinate with core partners and *other BLM partner positions in Utah* to identify issues of concern and threats to ecosystem health, sage grouse habitat, rangeland health, and working ranch lands in the restoration landscape planning areas.
  - Attend the Rich and Box Elder County CRM meetings. Schedule and host additional meetings with community members, landowners, permittees, and partner agencies as needed, likely 3-6 BLM coordination meetings annually. Develop meeting agendas, notes and arrange meeting logistics. Ensure communication among Rich County partners before, during, and after meetings.
  - Facilitate frequent and open communication to integrate the BLM's Upper Bear River Watershed and West Box Elder Watersheds to work into broader efforts by partners and landowners involved in watershed and habitat improvement projects.
  - Working in partnership with local agencies, the Rich County CRM, or other partners, coordinate education workshops and information for private landowners, livestock producers, and public land managers.
  - Where necessary, provide educational opportunities both to and from the local community members. Examples include virtual fencing technology or recent study information.
  - Work with the *Department of Interior (DOI) Public Affairs Officer (PAO)* and Utah BLM communication teams / partners and local media to highlight the work that is being done by the BLM via various media sources. DOI PAO will be the point person when coordinating with the media.
  - Work with BLM SLFO, West Desert District, and other specialists to provide technical assistance, coordination and support for collaborative conservation, and management and restoration efforts.
  - Work with agencies and partners to develop, facilitate, and coordinate local contracts agreements, and volunteers.
  - Perform other job-related duties as assigned by supervisor.
- Required Knowledge, Skills, and Abilities:**
- Ability to work independently with little supervision and with diverse clientele.

- Knowledge of rangeland, wildlife ecology, grassland, wetland, and riparian ecosystem management to be able to communicate and work with the local landowners, communities and partners.
- Understanding of the habitat needs of fish and wildlife, and how to integrate wildlife conservation and sustainable agriculture practices.
- Highly developed communication skills. Excellent verbal and written communication skills and the ability to communicate clearly and effectively with landowners and partner agencies.
- Strong organizational skills, time management, and attention to detail.
- Knowledge of computer skills is required, and the applicant should be familiar with ARC GIS, Word, PowerPoint, and Excel.
- The ideal candidate will exhibit a balance of technical knowledge and interpersonal skills required to communicate with local community members to foster ecosystem health across public and private boundaries.
- Valid driver's license and skillset to drive at high elevation, and often remote locations, on a regular basis and occasionally during inclement weather.
- Physical ability to stand and walk for extended periods of time over rough terrain; lift and move material weighing up to 50 pounds; work in all types of weather conditions.
- Understanding of the BLM agency, policy, planning, clearances, regulations, etc. is preferred.
- Basic understanding/knowledge of National Environmental Policy Act (NEPA) is required.
- Understanding and appreciation of landowner / working lands, rural ranch community, ideally with some knowledge of the local areas or similar areas based on experience in other regions.
- Flexible work schedule that may vary in the number of hours worked daily, not to exceed 40 hours per week. Work exceeding 40 hours per week requires prior approval by the supervisor.
- Able to obtain BLM security clearance.
- Any combination of training and/or experience that will enable the applicant to possess the required knowledge, skills and abilities will be considered.

**Training and Experience Guideline:**

Any combination of training and/or experience will enable the applicant to possess the required knowledge, skills and abilities. A general qualification guideline for this position is an undergraduate degree (or equivalent) in natural resources field (wildlife, range, conservation, forestry, hydrology, environmental science, or related field experience or closely related natural resources field and/or related field experience. Experience working with partners to build rapport and trust.

- Proven history of successful grant applications for landscape-scale habitat restoration work.
- Experience with communication or education with the public in the natural resource fields.
- Previous employment experience working in land or resource management for a state, federal land, wildlife management agency, or resource focused NGO.

**Salary Range:** \$60,000 – \$70,000 (based on experience & expertise) + health and retirement benefits. Salary is equivalent to a Federal GS-9 position for the local area. Position is eligible for annual salary increases based on performance.

**To Apply:**

**Apply through email.** Please send **cover letter, resume and 3 references** (combined into one (1) document - MS Word or PDF) with a subject line of “Northern Utah Community Outreach Coordinator Job Application” to Courtney [cfreeze@uacd.org](mailto:cfreeze@uacd.org). For additional questions, please contact Kristy Davis, [kdavis@uacd.org](mailto:kdavis@uacd.org) 435.881.7688, Jessica Wade, [jwade@blm.gov](mailto:jwade@blm.gov) (801)-320-8350, or Charlie Holtz, [charlie.holtz@iwjv.org](mailto:charlie.holtz@iwjv.org) 612-554-4879.

More about the BLM-IWJV partnership: In 2016 the [Intermountain West Joint Venture \(IWJV\)](#) and the Bureau of Land Management (BLM) established Partnering to Conserve Sagebrush Rangelands, an initiative spanning all or parts of the 11 western states. Along with numerous state and local partners have worked together to build this initiative into an established model, delivering conservation and restoration through a collaborative, cross boundary landscape scale approach. The IWJV’s role is to support the BLM and partners by providing: 1) increase field-level capacity in priority landscapes, 2) science capacity and technical transfer, 3) enhanced communications and outreach, and 4) strengthened partnerships for projects related to sage grouse and sagebrush ecosystems.