



Program Associate

Washington Fire Adapted Communities Learning Network

Salary

\$28-\$30/hour, depending on qualifications

Benefits

- Sick leave
- Vacation
- Holiday pay
- Health insurance may be provided per policies

Hours

20-24 hours per week, with possibility for full-time

Term of Employment

12 months, with a possibility of extension

Location

Washington State
Yakima Office or remote
Travel required

To Apply

Submit a resume, one-page cover letter, and three professional references to:

Keegan Fengler
keegan@washingtonrcd.org

Application Due

January 25, 2023

About Us

The Washington State Fire Adapted Communities Learning Network (WAFAC) is a network of 106 people representing 39 organizations who regularly connect and learn from each other to increase understanding of wildfire and community resilience.

The network links people to resources and shared strategies that can be applied to on-the-ground projects or inform and influence programs at different scales. Network members – individuals, agencies, affiliations, and organizations - try new approaches to reduce the risk of wildfire to communities, help communities prepare for and recover from wildfire, and apply what they learn to help Washington better coexist with wildfire.

We are seeking a Program Associate to support strategy development, network operations, and facilitate in-person and virtual network connections, training, and learning events.

Employer

The Washington State Fire Adapted Communities Learning Network is a program of the Washington Resource Conservation and Development Council (WRCD), a statewide 501(c)(3) nonprofit organization.

This position will be an employee of the WRCD and report to the WAFAC Program Director.

Mission: We empower communities by providing the tools, resources, capacity, and connections to adapt to a changing world.

Office Location:
109 S 3rd Street

Yakima, WA 98901

The WRCD is an equal opportunity provider and employer.



Program Associate

Washington Fire Adapted Communities Learning Network

About the Role

The WAFAC Program Associate assists the WAFAC Program Manager to create, cultivate, and ensure high-quality relationships, learning, and collaboration with WAFAC members to advance community resilience to wildfire in Washington.

Responsibilities

Connect with Members

- Support new member onboarding
- Support network participants to more deeply connect their organization with the work of the network
- Perform site visits to stay aware of network member projects
- Connect with new and existing network participants to understand their work, their organization, their needs, and how they can engage with the network.
- Reach out to drifting participants and find creative ways to re-engage them in the network
- Work with network members to identify areas needed for technical and peer assistance, training, and learning opportunities

Facilitate Learning and Collaboration

- Facilitate connections between network participants
- Identify points of intersection and bottlenecks, and help to connect network participants with others for assistance or support
- Keep network conversations vibrant and alive

Identify and Develop Network Learning Opportunities

- Help design and facilitate network convenings
- Capture key takeaways and next steps from convenings

Support Network Operations

- Participate in team meetings and calls
- Track project success, progress, outcomes, bottlenecks, and lessons learned
- Maintain the network's technological infrastructure (Podio, website, etc.) and keep them up to date
- Support fundraising efforts with the staff team

Necessary Experience

- Bachelor's degree and 2+ years of professional experience
- Experience planning implementing, and facilitating in person and virtual meetings, workshops, webinars, or training
- Experience working and communicating with a diversity of people
- Comfortable with technology

Desired Attributes

- Commitment to diversity, equity, inclusion, and justice
- Servant leader
- Personal humility
- Knows how to ask for and receive help
- Multi-lingual
- Proactive, self-starter, loves to take initiative with an urgency to get the job done
- Practiced writing, speaking, reporting
- Exceptional attention to detail, super organized, great time management
- Understanding of networks, systems, and/or policy and advocacy
- Experience working remotely, and with a remote team
- Grant writing and/or fundraising experience

Those meeting 50% of the desired attributes are encouraged to apply.

