



Community Wildfire Defense Grant Manager

Montana West Economic Development (MWED) is seeking a detail-oriented and motivated Community Wildfire Defense Grant (CWDG) Manager to join our team. The ideal candidate will oversee the implementation of wildfire mitigation projects in high-risk areas as outlined in the CWDG award and contract with Flathead Electric Co-op. This role combines administrative duties and community outreach with hands-on fieldwork to reduce wildfire risk on private properties.

This position could be full-time or part-time depending on the candidate. Travel within Flathead County is necessary.

Key Responsibilities:

- Manage the Community Wildfire Defense Grant program, including budget tracking, reporting, and compliance.
- Conduct outreach to property owners in high-risk areas to explain the program and its benefits.
- Perform on-site assessments of properties to evaluate wildfire risk and develop mitigation plans.
- Create detailed plans for clearing and thinning vegetation on private properties, following best practices from the Montana Department of Natural Resources and Conservation.
- Coordinate with contractors and property owners to implement wildfire mitigation measures.
- Develop and deliver educational materials on wildfire preparedness and prevention.

Skills Required

Applicants must be highly proficient and multi-functioning in Microsoft Office software programs including Word, Excel, database management and use of the Internet. Other skills desired include experience in forestry, wildland fire, or related fields. In addition, candidate should possess problem solving skills, initiative to identify problems and review information in order to develop, evaluate and implement solutions. Also, possess abilities to work with partners and members of the public and articulate the organization's mission and goals effectively.

Additional Requirements

Possess valid U.S. driver's license and have dependable transportation; clean background and criminal check. The employer has a drug-free workplace policy.

How to Apply

Please submit a letter of interest, resume, and salary requirements to: Montana West Economic Development, Attention Christy Cummings Dawson, 44 2nd Ave West, Kalispell, MT 59901 or electronically to christy@dobusinessinmontana.com. Position is open until filled. Please submit all questions relating to the organization and to the advertised position to the above email address. The job description is posted at www.dobusinessinmontana.com.