



MENDOCINO COUNTY FIRE SAFE COUNCIL

To inform, empower, and mobilize county residents to survive and thrive in wildfire prone environments.

Mendocino County Resource Conservation District (MCRCD) Mendocino County FIRE SAFE COUNCIL (MCFSC) PROGRAM COORDINATOR – Employment Opportunity

Summary

The Mendocino County Resource Conservation District (MCRCD) is a parent organization to the Mendocino County Fire Safe Council (MCFSC). The mission of the MCFSC is to inform, empower, and mobilize county residents to survive and thrive in wildfire prone environments. The MCFSC is a non-profit 501(c)(3) charitable organization and was incorporated in Mendocino County in March 2004. The organization provides educational resources for the community, and partners with neighborhood Fire Safe Councils to help them meet their objectives for creating a healthy, fire adapted environment. The MCFSC is managed by an Executive Director and oversight and guidance is provided by a Board of Directors. The Council is seeking a Program Coordinator as a lead point of contact for County residents and organizations and to help facilitate the formation and success of independent neighborhood Fire Safe Councils. Responsibilities include:

1. Public Relations / Community Outreach
 - Serves as the principal representative/spokesperson of the MCFSC
 - Oversees, monitors, and provides updates to the MCFSC website and calendar of events
 - Attends public meetings and community events to share info and promote the MCFSC
 - Researches, creates, posts, and distributes fire education materials and references
 - Partners with and advocates for the needs of local volunteer fire districts
 - Organizes annual Wildfire Preparedness Expo and other outreach or fundraising events
 - Maintains working relationships with related organizations and agencies, including CAL FIRE, Natural Resources Conservation Service, Bureau of Land Management, Mendocino National Forest, Mendocino County Fire Chief's Association, and neighborhood Fire Safe Councils.
2. Formation of Neighborhood Fire Safe Councils
 - Convenes/attends meetings with local groups, ranch and road associations, native American tribes, and other neighbors to promote wildfire preparedness and promote formation of local, neighborhood Fire Safe Councils.
 - Works with neighborhood Fire Safe Councils and Fire Districts to prioritize their needs and facilitate how member organizations can meet their needs collaboratively, independently and become self-sustaining.
3. Financial Development
 - Monitor grant opportunities related to the mission and prepare applications for the MCFSC
 - Facilitate donation of funds, equipment, supplies or services to MCFSC and neighborhood FSCs.
 - Facilitate FSCs to collectively apply for grant funding.

- Maintain positive working relationship with funding sources such as the U.S. Forest Service, the Bureau of Land Management, the Community Foundation of Mendocino County, and other funding sources.
- Seek underwriting funding sources for MCFSC operational overhead and for special projects such as “Living with Wildfires” series and other publications.
- Assists the Executive Director with administrative duties and as a representative to the MCFSC Advisory team, Board of Directors and the Mendocino County Board of Supervisors.

4. Compensation

- This is a part-time, “Contract Employee” position, 20 hours a week, not to exceed 1000 hours a year. Compensation is \$20 to \$35 an hour, depending on experience. Contract employees do not receive any health or retirement benefits.
- This is a one-year appointment, continued employment dependent on available funding.

Required Qualifications: Any combination of education and/or experience that would provide the required knowledge, skills, and ability to perform the duties of the position would qualify a candidate. This includes:

- Excellent interpersonal skills, community building skills, and conflict mediation skills, including demonstrated competency in establishing cooperative working relationships
- Exceptional verbal, written, and presentation skills, including public speaking to diverse audiences, writing formal reports, and ability to organize and facilitate workshops
- Strong skills in Microsoft applications (Word, Excel, PowerPoint)
- Must possess a valid driver’s license, vehicle, and proof of auto insurance required at the time of hire
- Able to attend occasional evening and weekend meetings
- Sincere interest in actively serving Latino, Native American and other minority populations of Mendocino County
- Ability to manage multiple projects and stay organized under time pressures

Desired Qualifications:

- Interest in, or preparing to become, a Registered Professional Forester (RPF), which could additionally support the partner organization, Mendocino County Resource Conservation District (MCRCD) in their Forestry program.
- Certified Safety Professional (CSP) or experience in Firefighting or the Emergency Response industry, or Degree, Diploma, or Certificate of an accredited safety education program
- Knowledge of the California Fire Safe Council and the National Fire Protection Agency (NFPA) Firewise USA® program
- Working knowledge of ArcGIS
- Successful history in grant writing, non-profit fundraising, or other revenue generation.

To apply, please go to **indeed.com** and search “Fire Safe Council” in “Ukiah, CA”.

DEADLINE FOR APPLICATIONS: Friday, August 24, 2018.

Position is open until filled. The Mendocino County Resource Conservation District (MCRCD) is an equal opportunity employer.