



# Mendocino County Fire Safe Council

*To inform, empower and mobilize county residents to survive and thrive in a wildfire-prone environment.*

## Position Description COUNTY FIRE SAFE COORDINATOR

The goal of this position is to educate, encourage and develop collaboration among all groups throughout Mendocino County that carry out wildfire mitigation, preparation or resiliency work; to help these groups communicate, strategize and coordinate projects and plans; to develop mechanisms as needed such as public outreach, funding plans, governance structures, planning efforts, and formation of new groups, with the goal of addressing gaps and supporting ongoing projects and programs to reduce wildfire risk countywide.

### PRIMARY TASKS

- Identify and meet with representatives of CAL FIRE, regional and state Fire Safe Council groups, multiple County departments, local fire departments, Firewise Communities, Neighborhood Fire Safe Councils, local road associations, the MC Resource Conservation District, and any other Mendocino County groups working on wildfire mitigation or preparation
- Create a census of all groups, efforts, projects and contact points in the county
- Identify projects currently being implemented, planned or desired
- Develop a standardized process for categorizing and prioritizing proposed projects
- Identify gaps in current preparedness and resiliency status and projects
- Develop plans and recommendations for countywide collaboration, integrating with and supporting the planned update of the MC CWPP
- Develop technology and infrastructure to communicate, measure, and track collaborative efforts
- Prioritize, strategize and coordinate projects for optimal efficiency and effectiveness
- Write and administer grants for selected projects
- Assist in ongoing MCFSC projects, as needed
- Assist in formation of new fire safety groups, as needed
- Carry out education and outreach efforts to residents countywide
- Administer the County Fire Safe Coordinator position grant, including maintaining an organized grant file, attending monthly funder meetings, tracking all expenses, collecting photos, success stories, and samples of outreach materials generated; and preparing and submitting quarterly progress and expense reports and invoices using CFSC's online Zoomgrants grant-tracking system

### MINIMUM QUALIFICATIONS

- Motivated self-starter passionate about the mission of the Fire Safe Council
- Demonstrated ability to organize, direct, plan, and coordinate projects
- Proficiency in writing and administration of grants and related financial tracking and reporting
- Experience in clear and effective public speaking and presentations
- Ability to establish and maintain effective working relationships with fire agencies, volunteers, community groups, and government and nonprofit agencies
- Strongly preferred: a background in Mendocino County community-level advocacy and demonstrated leadership skills working with a broad range of individuals and organizations

### BENEFITS

- Opportunity to provide influential strategic leadership for vital countywide services
- Paid Time Off including holidays, vacation, and sick leave accrual based on hours worked

***This is a non-exempt position, full-time (40 hours/week), at a pay rate of \$30/hour, for a 16-month period beginning January 2, 2022 (or as otherwise negotiated). Candidate must be able to work from a home office.***