



**Fire Adapted Communities (FAC) Program**  
**Environmental Technician II / Program Assistant**

**Position** FAC Environmental Technician II – Program Assistant

**Location** South Lake Tahoe, California

**Salary** \$18.00 – \$26.59 per hour

**Duration** May 1 — October 31, 2024 [Actual season dates are subject to change due to workload demands– This is a full-time (30-40 hours each week) seasonal position. Work will be performed Monday-Friday though the candidate must be available to work weekends. The work schedule will change from week to week to accommodate events in the community.]

**Background**

Tahoe Resource Conservation District (Tahoe RCD) is a non-regulatory special district that promotes the conservation, stewardship, and knowledge of the Lake Tahoe Region’s natural resources by providing leadership and innovative environmental services to all stakeholders.

Tahoe RCD is seeking an Environmental Technician to facilitate continued development and promotion of the Fire Adapted Communities Program throughout the Lake Tahoe basin on behalf of Tahoe RCD. The selected candidate will continue to build successful partnerships to achieve the community engagement goals of the Tahoe Network of Fire Adapted Communities. The employee occupying this position is directly responsible to and managed by the Fire Adapted Communities Program Manager. This position is a full-time seasonal position (approx. 40 hours/week) and is considered to be “at will” based on available funding.

The Fire Adapted Communities (FAC) Program is a well-coordinated effort to provide outreach, education, engagement, and support to project partners, residents, and visitors within the Lake Tahoe public and private lands. Activities undertaken by the position include, but are not limited to, promotion of the program through community events and social media, neighborhood leader support, and assistance with planning neighborhood events and workshops. Additional duties involve answering phone calls and emails from the public, providing customer service, and interacting with partners of Tahoe RCD.

**Primary Duties and Responsibilities**

**Program Coordination:**

- Consistently communicate with members of the public by answering email, phone, and in-person questions related to wildfire preparedness
- Assist with the coordination and delivery of program-specific grant deliverables
- Coordinate resource delivery to partners and community
- Support development and implementation of outreach strategy including content creation for social media, publications, advertisement campaigns, and displays

### **Program Tasks:**

- Attend and provide education and outreach support at community and neighborhood events. Most of these events take place on weekends. This includes, but is not limited to; Earthday Festival, Fire Fest, Boothing at Farmer's Markets, Attendance during Community Workday events, and more)
- Assist Program Coordinator with social media management, outreach events, and e-newsletters
- Assist with Basin-wide wildfire preparedness and prevention information distribution, including press releases and media requests (newspaper, radio, television)
- Assist with planning, hosting, and facilitating workshops and neighborhood events to engage communities and promote community action
- Other duties as assigned by management/program manager

### **Required Qualifications: Knowledge, Skills, and Experience**

- Ability to work independently and in a team environment
- High level of competency and knowledge of social media including X, Facebook and Instagram
- Experience with public outreach, customer service, and conflict resolution
- Computer skills including knowledge of all Microsoft Office applications, Google suite, and some database management
- Possession of a valid driver's license, with clean driving record
- Excellent communication skills
- Ability to work on holidays, evenings, and weekends
- Demonstrated ability to follow directions
- Current and valid Drivers License

### **Desirable Qualifications, Skills and Abilities**

- 1 year of experience in the field of conservation, or another related field
- Skill in establishing and maintaining work relationships with public and community leaders
- Skill in oral presentation techniques to assist program coordinator to facilitate stakeholder meetings and make presentations to community groups
- Ability to apply learned knowledge rapidly while managing challenging situations
- Computer skills including knowledge of all Microsoft Office applications, website applications, and database management

### **Working Conditions**

Position will require flexible work hours and include weekend duty. It is anticipated the selected applicant will work up to 40 hours each week. Work is performed at a desk (40%), in meetings (10%) and in the field at events (50%). Office environment has natural and artificial lighting. Incumbent will be required to use personal vehicle for work duties when a District vehicle is not available. District will reimburse mileage at the federal rate.

### **Physical Requirements**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Ability to move 20 to 40 pounds, coordination, and vision to operate personal computer and view video display terminal for frequent periods; and the ability to communicate on a telephone, via email, and in person.

## **Benefits**

Paid sick leave accrued at a rate of 3.08 hours for every 80 regular hours worked. Benefits include State of California sick pay, Worker's Compensation Insurance, California State Unemployment Insurance, California State Disability Insurance, and Social Security. If you are currently enrolled in The California Public Employees' Retirement System (CalPERS), membership will be continued.

## **Please Note**

Housing is not included with this employment opportunity. Length of employment may be modified due to workload demands. All positions are contingent upon funding. Though use of a District vehicle is preferred, incumbent will be required to use personal vehicle for work duties when District vehicle is not available. District will reimburse mileage at the federal rate when a personal vehicle is used. Travel time is reimbursed at hourly wage.

## **How to Apply**

Send email with "**FAC Environmental Technician – Your Name**" in subject line and attach a cover letter, resume, and three references to:

**Jason Brand, Fire Adapted Communities Program Manager** – [jbrand@tahoercd.org](mailto:jbrand@tahoercd.org)

## **Final Filing Date**

The position will remain open until filled. The first round of applications are due March 22<sup>nd</sup>, 2024. However, applications will be review as they are received with possible interviews taking place the week of April 1<sup>st</sup>, 2024 or earlier.

TAHOE RCD IS AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE TAHOE RCD TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.