



TAHOE

RESOURCE CONSERVATION DISTRICT

CLASSIFICATION DESCRIPTION

Fire Adapted Communities (FAC) Program Coordinator

Environmental Scientist II

Salary range - \$45,921.01-\$59,049.90

Duration – 12-month term, extension TBD

Summary Description

The 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 a Program Coordinator to facilitate the development and growth of fire adapted communities throughout the Lake Tahoe basin on behalf of the 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 (TNFAC). The employee occupying this position is directly responsible to and managed by the Landscape Conservation Program Manager. This position is full-time exempt with full benefits, and is considered to be “at will” based on available funding.

The Fire Adapted Communities (FAC) program coordinator will plan, develop, and implement strategies to increase neighborhood-wide actions to promote adaptation and resilience to wildland fire in residential areas, focusing on 5 components of FAC – access for emergency vehicles, built environment, community protection, defensible space, and evacuation planning. Activities undertaken by the position include, but are not limited to, neighborhood leader recruitment, support and planning of neighborhood events and workshops to promote the FAC program, and coordination with other agencies and organizations to develop and maintain fire adapted communities. The coordinator is required to work closely with fire district personnel and their constituents to promote defensible space compliance on private properties. Additional duties involve answering phone calls and emails from the public, providing customer service, and interacting with partners of the Tahoe RCD. The position will represent the Tahoe RCD at community events.

Duties and Responsibilities:

Program Coordination

- Coordinate and support fire district personnel and other partners in collective efforts to develop fire adapted communities
- Coordinate the development and implementation of the fire adapted communities outreach strategy

- Coordinate the development of program-specific outreach campaigns and budgets, outreach content and materials, and regular maintenance of website and social media sites with outreach specialist
- Develop and disseminate clearly defined TNFAC support to engage communities and promote community actions

Program Tasks

- Responsible for coordination and delivery of program-specific grant deliverables
- Compile reports and other communications as necessary to document Program accomplishments for grants, permits and contracts
- Coordinate with residents and fire district personnel to develop fire adapted neighborhoods and support defensible space rebate program
- Attend and provide education and outreach support at community events
- Collaborate closely with fire district personnel and other partners of the Tahoe RCD
- Plan and host fire adapted community workshops and neighborhood events
- Recruit neighborhood leaders and members to the Tahoe Network of Fire Adapted Communities (TNFAC)
- Develop and implement green waste guide for all jurisdictions in the Lake Tahoe basin and support green waste information distribution and actions
- Assist with implementation of the Tahoe Basin Defensible Space Inspection Database
- Assist with mapping for focus neighborhoods

Program Development

- Maintain and develop working relationships and partnerships with agencies and public and private entities for the promotion of the Fire Adapted Communities Program
- Write grant proposals to support and sustain the Program
- Possess qualities of tact, patience and understanding in order to maintain and foster the long-term relationships necessary for the success of the program coordination process
- Facilitate meetings with staff and partners
- Work with partners as needed to integrate the RCD into relevant conservation efforts
- Represent the RCD as needed at meetings, special events, and public presentations
- Other duties as assigned by management/manager

QUALIFICATIONS

Education and Experience:

- 4-year degree in a related field and/or 3-5 years of experience with progressive responsibilities in the field of conservation, or other related field
- Demonstrated experience developing and implementing conservation programs and managing budgets
- Demonstrated experience with identifying and securing funding through grants and/or other funding mechanisms
- Computer skills including knowledge of all Microsoft Office applications, Google suite, and database management

- Experience with public outreach, customer service, and conflict resolution
- An understanding of Conservation Districts and a familiarity with Lake Tahoe's conservation focus areas

Abilities and skills:

- Solution oriented with strong interpersonal relationship skills to communicate, coordinate, problem-solve, and work effectively as a member of a team
- Ability to apply learned knowledge rapidly while managing challenging situations
- Understand and work easily and efficiently in the context of partnerships with other agencies and within the structure of the Tahoe Resource Conservation District
- Excellent written and oral communication skills, time management, attention to detail, and judgement
- Skill in oral presentation techniques in order to facilitate stakeholder meetings and make presentations to community groups
- Willingness to work on most weekends during peak season (May-October) and some holidays

Working Conditions

Work is performed at a desk (70%), in meetings (10%) and in the field (20%). Office environment has natural and artificial lighting. Position will require flexible work hours when needed (evenings and most peak season weekends), with basic work week being Monday-Friday. 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.

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 lift and carry up to 20 to 40 lbs and ability to sit (80%), walk (10%) and stand (10%) for intermittent periods of time and on a frequent basis; bending, kneeling, squatting, reaching overhead, stretching, and climbing; strength, dexterity; occasional use of eye and / or ear protective wear; 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

Comprehensive benefits package including, State of California Workers' Compensation Insurance, California Public Employees' Retirement System, California State Unemployment Insurance, Medicare, Social Security and additional deferred retirement plan available. This position receives all El Dorado County holidays, paid vacation, sick leave and health benefits including medical, dental and vision.

To Apply

Applications accepted until **January 15, 2018**. Send email with 'Last Name - Fire Adapted Communities Program Coordinator' in subject line and attach cover letter, resume, professional writing sample and 3 professional references to:

Meg Peart, Human Resources - mpeart@tahoercd.org