



# TAHOE

RESOURCE CONSERVATION DISTRICT

## **Outreach Specialist**

*Resource Conservationist II*

*Salary range - \$14.00 - \$17.00 per hour*

Full time seasonal position April through October 2019

### **Summary Description**

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 Outreach Specialist to coordinate education and outreach efforts on behalf of the Fire Adapted Communities (FAC) Program. The selected candidate will be under the direction of the Fire Adapted Communities Program Coordinator and the Landscape Conservation Program Manager. The Outreach Specialist will be responsible for coordinating, planning, and attending events, organizing educational outreach activities, managing social media platforms, updating websites, and interacting with private/public property owners and partners of the Tahoe Network of Fire Adapted Communities (Tahoe Network). Additional duties involve answering phone calls and emails from the public, providing customer service, and interacting with partners of Tahoe RCD and Tahoe Network. Employment under this position is full-time, seasonal and considered to be "at will," dependent upon the needs of the Tahoe RCD and the availability of funding to support the position.

The Fire Adapted Communities (FAC) program increases 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. The program works closely with fire district personnel and their constituents to promote defensible space compliance on private properties.

### **Duties and Responsibilities**

- Provide education and outreach at community and neighborhood events on behalf of the Tahoe Network and Tahoe RCD
- Assist with planning, advertising, and implementing workshops and neighborhood events
- Recruit neighborhood leaders and members to the Tahoe Network
- Address comments, questions and concerns from the public at events and via phone calls, email, and social media
- Track and quantify metrics for outreach efforts
- Assist with outreach display and educational materials development
- Update and maintain websites for [tahoercd.org](http://tahoercd.org) and [tahoe.livingwithfire.info](http://tahoe.livingwithfire.info)
- Assist with posting on social media platforms for Tahoe RCD and Tahoe Living With Fire
- Organize and inventory outreach supplies
- Contribute to the Tahoe Network e-newsletters, publicity, newsprint articles, press releases, and advertisements

### **Desirable Qualifications**

- 4-year degree in a related field and/or 3-5 years of experience with progressive responsibilities in the field of conservation or related field
- A passion for natural resources and conservation
- Experience with social media and marketing

- Demonstrated experience in public outreach, customer service, and conflict resolution
- Ability to multi-task, manage time, and organize ongoing efforts
- Computer skills including knowledge of all Microsoft Office applications and Google suite.

### Abilities

- Solution-oriented with strong interpersonal relationship skills to communicate, coordinate, problem-solve, and work effectively individually and as a part of a team
- Communicate effectively with the public about sometimes emotional and sensitive subjects
- Represent Tahoe RCD and our partnerships accurately and professionally
- Excellent written and oral communication skills, time management, attention to detail, and judgement
- Willingness to work some evenings, most weekends during peak season (May-October), and some holidays
- Ability to lift heavy objects and work for extended periods of time in various weather conditions
- California or Nevada driver's license and show evidence of a favorable driving record. A DMV printout may be required prior to employment.

### Working Conditions

Work is performed at a desk (40%), in the field (40%), in meetings (10%), and driving (10%). 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 may 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 40 lbs and ability to sit (60%), walk (10%), and stand (30%) 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

In compliance with the state's new "Healthy Workplaces, Healthy Families Act of 2014" (California AB1522), all employees are entitled to use up to three (3) days of paid sick leave in a 12-month period. Other benefits include all Tahoe RCD holidays, State of California Workers' Compensation Insurance, California State Unemployment Insurance, California State Disability Insurance, Social Security, and retirement benefits if eligible.

### To Apply

Applications accepted until February 5, 2019. Send email with 'Last Name – Fire Adapted Communities Outreach Specialist' in subject line and attach cover letter, resume, and 3 professional references to: **Nicole Shaw**, nshaw@tahoercd.org.

**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.**