



TAHOE

RESOURCE CONSERVATION DISTRICT

Community Wildfire Protection Plan Program Coordinator

Salary range - \$53,174.40 - \$71,258.00 (\$25.56 – \$34.26)

18 – 24-month term with extension based on available funding

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.

The Fire Adapted Communities (FAC) Program is a well-coordinated, collaborative, and successful effort to provide outreach, education, engagement, and support to project partners, residents, and visitors within the Lake Tahoe Basin. Tahoe RCD and our program partners work closely together to implement this program on public and private lands.

The recent Caldor Fire has highlighted the urgency to plan and prepare for wildfire, restore forest health, and reduce fuels in the Lake Tahoe Basin (Basin). Pre-attack plans and the community wildfire protection plan are both critical components for ensuring that communities continue to be prepared for a potential wildfire. Pre-attack plans are used during an incident to provide information to first responders regarding critical infrastructure and safe zones and now these pre-attack plans need to be updated to reflect the lessons learned from the Caldor Fire and the changed conditions that resulted from the fire. Managing agencies are also implementing a multi-jurisdictional fuels reduction strategy based upon priorities set in the Community Wildfire and Protection Plan (CWPP) of 2015, and the information in this CWPP also needs to be updated. Tahoe RCD is providing the staff and the GIS support needed to update the pre-attack plans and the CWPP and this position will manage this effort.

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 full-time exempt with full benefits, and is considered to be "at will" based on available funding.

Duties and Responsibilities:

Program Coordination

- Lead the process to update all pre-attack plans in the Basin, including convening the Pre-Attack Plan Working Group
- Coordinate the update process for the Tahoe Fire and Fuel Team's (TFF) CWPP Steering Committee, including convening, managing, and facilitating TFFT meetings, as well as coordinating meetings with data vendors and stakeholders for each fire district

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- Coordinate with the TFFT to help plan, design, review, and schedule public service announcements associated with the CWPP update
- Responsible for coordination and delivery of program-specific grant deliverables
- Consistently communicate with partners and members of the public by answering email, phone, and in-person questions
- Support development and implementation of outreach strategy including content creation for publications, advertisement campaigns, and displays

Program Tasks

- Assist with hiring and managing a contractor to complete the website work needed to create a web-based version of the CWPP
- Facilitate public and agency outreach and meetings that include public and partner input for updating the CWPP and Pre-attack plans
- Coordinate with staff program specialist and use GIS data to collaborate with others on creating and sharing new data, conducting analyses, and developing an online mapping tool for the Data Management Working Group
- Assist Program Manager with reporting, grant writing, and budget management
- Compile metrics and other communications as necessary to document program accomplishments for grants, permits, and contracts
- Assist FAC Program Coordinator with social media management, outreach events, and e-newsletters

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 Tahoe RCD and/or Tahoe Network as needed at partner meetings, stakeholder forums, special events, and public presentations
- Other duties as assigned by management/program manager

Qualifications: Knowledge, Skills, and Experience

Required:

- 3-5 years of education and experience with progressive responsibilities in the field of conservation, or another related field
- Demonstrated experience developing and implementing conservation programs
- Computer skills including knowledge of all Microsoft Office applications, Google suite, and database management
- Experience with public outreach, customer service, and conflict resolution
- Willingness to work on some weekends and holidays

Preferred:

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- 4-year degree in a related field
- An understanding of Conservation Districts and a familiarity with Lake Tahoe's conservation focus areas

Skills and Abilities:

- 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
- Excellent written and oral communication skills, and ability to apply this knowledge to directing stakeholder group coordination
- Skill in facilitating meetings, identifying agency roles and responsibilities and delegating tasks
- Skill in establishing and maintaining work relationships with public and private entities, community leaders and partnering agencies
- Possess tact and have the ability to negotiate for maintaining and fostering long-term partnerships
- Skill in oral presentation techniques to facilitate stakeholder meetings and make presentations to community groups

Working Conditions

Work is performed at a desk (60%), in meetings (30%) and in the field (10%). Office environment has natural and artificial lighting. Position will require flexible work hours when needed (occasional evenings and weekends), with basic work week being Monday-Friday. 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 lbs., 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

Tahoe RCD offers a comprehensive benefits package including, State of California Workers' Compensation Insurance, California Public Employees' Retirement System, California State Unemployment Insurance, Medicare, and Social Security. An optional deferred retirement plan is also available. This position receives all El Dorado County holidays, paid vacation, sick leave and health benefits including medical, dental and vision.

To Apply

Applications are due August 26, 2022 by 5:00 pm. Please send email with 'FAC Community Wildfire Protection Plan Program Coordinator Position' in subject line and attach cover letter, resume, and three professional references to: Jobs@tahoercd.org