



# TAHOE

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## RESOURCE CONSERVATION DISTRICT

### CLASSIFICATION DESCRIPTION

#### Fire Adapted Communities (FAC) Program Coordinator

Salary range - \$53,174.40 - \$71,258.78

Duration - 60-month term, extension TBD

#### 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 a Program Coordinator to facilitate continued development and growth 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 full-time, year round 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. Activities undertaken by the position include, but are not limited to, neighborhood leader recruitment, training, and support, planning neighborhood events and workshops, and coordination with other agencies and organizations to encourage wildfire preparedness activities across jurisdictions and land ownership.. 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 Tahoe RCD. The position will represent 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 services and actions.
- Coordinate resource delivery to partners and community.
- Consistently communicate with members of the public by answering email, phone, and in-person questions related to wildfire preparedness.
- Support development and implementation of outreach strategy including publications, advertisement campaigns, and displays.

##### *Program Tasks*

- Responsible for coordination and delivery of program-specific grant deliverables.
- 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

- Coordinate with community members and fire district personnel to develop fire adapted neighborhoods and support defensible space rebate program
- Attend and provide education and outreach support at community and neighborhood events
- Assist Outreach Specialist with social media management, outreach events, and e-newsletters.
- Represent the Tahoe Network at monthly Lake Tahoe Regional Fire Chief's Association meetings
- Frequent collaboration between fire districts, Living With Fire Program staff, and other Tahoe Network partners
- Neighborhood leader recruitment, training and video development, and GIS database development and management
- Develop and oversee creation of accessible web content and updates on multiple programmatic websites
- Collaborate closely with fire district personnel and other partners of Tahoe RCD
- Lead, administer, and facilitate monthly Fire PIT meetings and Basin-wide wildfire preparedness and prevention information distribution, including press releases and media requests (newspaper, radio, television)
- Plan, host, and facilitate workshops and neighborhood events to engage communities and promote community action
- Supervise and support outreach staff as needed
- Assist with implementation and QA/QC of the Tahoe Basin Defensible Space Inspection Database.

#### *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/manager

#### QUALIFICATIONS

##### Required:

- 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
- Computer skills including knowledge of all Microsoft Office applications, Google suite, and database management
- Experience with public outreach, customer service, and conflict resolution

##### Desired:

- 4-year degree in a related field
- Demonstrated experience with identifying and securing funding through grants and/or other funding mechanisms
- An understanding of Conservation Districts and a familiarity with Lake Tahoe's conservation focus areas

#### ABILITIES & 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 weekends and some holidays

#### Working Conditions

Work is performed at a desk (80%), in meetings (10%) 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 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, and Social Security plus an optional 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

Send email with 'Fire Adapted Communities Program Coordinator Position – Your Name' in subject line and attach cover letter, resume, and three references to: Meg Peart, Human Resources – [jobs@tahoercd.org](mailto:jobs@tahoercd.org)