

Fire Safe Council of Santa Cruz County  
*An Equal Opportunity Employer*  
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831-400-8990



## **Employment Opportunity** **Communications, Outreach, and Education Coordinator**

**Position Summary:** We are growing and seeking a Fire Safe mission-focused coordinator for our Communications, Outreach, and Education (COE) Program. In this exciting position, you will have the opportunity to join in building our capacity as we implement new grants to increase our organization's impact. You will be engaged in a growth atmosphere as we expand our important wildfire prevention and risk reduction programs, including Firewise USA, Home Ignition Zone advising, workshops, outreach for defensible space and fuel break projects, social media, print, and more. COE program coordination and implementation will be about 75-80% of the role. This position also includes a general administrative support component about 20-25%.

**Compensation, hours, and benefits:** The position is budgeted for \$27-\$35 per hour, DOE, 32-40 hours per week. Full time employees are eligible for paid time off, holiday pay, and after 90 days, medical and dental insurance coverage.

**About the FSCSCC:** The Fire Safe Council of Santa Cruz County is a 501(c)(3) nonprofit organization established in 2016. Our mission is to educate and mobilize the people of Santa Cruz County to protect their lives, homes, community, and environment from wildfire. Two-thirds of Santa Cruz County is considered Wildland Urban Interface (WUI), putting a large percentage of our population, housing, economy, wildlife, and environment at risk of wildfires. In 2022 we have received several grants and are reorganizing as we grow, bringing all employees in-house after a period of fiscal and administrative support by the Resource Conservation District of Santa Cruz County (RCD). We are also transitioning from an all-volunteer organization to one that is building professional staffing and placing permanent employees where they will be conducting the bulk of our work and developing their roles as key partners in wildfire readiness in our community.

### **Required qualifications:**

- Be a self-motivated individual who can easily work both independently and collaboratively.
- Be able to identify priorities, stay organized, and solve problems.
- Have a positive and professional attitude.
- Be familiar with wildfire prevention and risk reduction strategies, the Firewise USA program, and have a connection to the mission of the Fire Safe Council.
- Have experience in outreach and education, and be comfortable with teaching, educating, motivating and supporting people who are facing life challenges, such as those impacting residents of the wildfire hazard zones in California as they face the necessity of adapting to increasing wildfire risks.
- Be able to work with volunteers in supporting their efforts and respecting their time.

- Be able to competently implement a communications and outreach plan through community organizing, social media, website, newsletter, press and other channels.
- Be comfortable speaking in public, giving presentations, working with officials in fire agencies, government and non-profit groups, and be able to advise residents onsite at their residence.
- Have strong oral and written communication skills, be technically savvy, and have good computer skills (Microsoft Office Suite, Zoom, Google docs, Acrobat etc.).
- Have a reliable car suitable for use traveling to work sites.

**Helpful qualifications:**

- Experience in nonprofit management and administration.
- Experience with tabbed spreadsheets and formulas, budgeting and tracking expenses.
- Bookkeeping experience.
- Grant management and/or grant writing.
- Spanish language proficiency.
- Familiarity with the geography of Santa Cruz County.
- Have a home office (FSCSCC does not yet have its own office space).

**Functional Capacities:** The following functional capacities are required to perform the duties outlined above, including the ability to:

- Comprehend technical information and complex written materials.
- Remember information and track progress of work.
- Analyze, plan, organize and solve complicated problems.
- Read printed material and media displayed on a computer monitor including text and images. See objects at a distance such as trees and their branches.
- Gather verbal information on the telephone, in person, and in a group setting.
- Communicate in writing using a keyboard and pen/pencil
- Manipulate paper, brochures, supplies.
- Lift and carry boxes up to 30 pounds.
- Drive to field locations including those on curvy mountain roads.
- Bring outreach tent, tables, and supporting materials to venues, setup and breakdown.
- Walk around natural areas, sometimes on steep slopes and across uneven surfaces that are not accessible to persons with mobility-related disabilities.
- If notified of a need, FSCSCC will provide reasonable accommodations for persons who have difficulty with some of the above functions.

**Responsibilities for Communications, Outreach and Education Program (75-80%):**

General outreach, inquiries and relationships:

Respond to general inquiries made to the FSCSCC by phone/email/webform, and make referrals as appropriate. Maintain website, posting new content and keeping information current. Maintain and improve social media pages and accounts; develop social media posting schedule and campaigns to keep FSCSCC's presence meaningful, helpful, and current.

Create newsletters; develop newsletter strategy, schedule, formats, and source timely content. Maintain mass email platforms and subscriptions, maintain discussion groups. Develop bulk mail campaign plan for educational information to residents of the WUI.

Assist in maintaining and strengthening relationships with FSCSCC Partners (local and regional Fire Safe Councils, Resource Conservation District of Santa Cruz County (RCD), County Board of Supervisors (BOS) and Office of Response, Recovery and Resilience (OR3), CAL FIRE, Local Fire Districts, etc.), attend partner meetings and give updates from FSCSCC, prepare reports back to FSCSCC.

Organize outreach events:

Maintain calendar of events, prepare displays, manage handouts/brochures, setup booth, attend, pack up, restock, report.

Coordinate educational workshops and trainings:

Coordinate topics, speakers, instructors, venues/virtual forums, registrations, student materials, certifications; attend meetings; collaborate with and receive guidance from program committees at FSCSCC.

Firewise USA Program:

Assist and partner with Volunteer Firewise Coordinator, attend trainings and workshops for Firewise communities, respond to or route Firewise inquiries, schedule meetings and workshops, coordinate with Fire Agency personnel for assessments and action plans. Maintain contacts and data on Firewise volunteer efforts. Learn how to assist communities to achieve and maintain Firewise recognition.

Home Ignition Zone (HIZ) Program:

Serve as the FSCSCC HIZ Program Coordinator; respond to requests for assessments including individual and/or community requests. Coordinate volunteer HIZ assessors, schedule appointments, track program, prepare reports.

Fuel Reduction Program:

Conduct outreach to residents in the vicinity of the project, provide project information, assist with gathering signatures on permission forms for right-of-entry and permission-to-treat; process requests for financial support for disadvantaged residents; document before and after conditions with photos of treatment areas, track measures of project for grant reporting purposes. Write project announcements and success stories.

**Responsibilities for Administrative Support (20-25%):**

Board Support:

Support monthly meetings of the FSCSCC Board, Executive Committee, and other committees. Prepare, distribute, and publish meeting materials, schedule meetings, coordinate agenda development, take notes, complete necessary follow-up. Provide clerical support to members of the Board of Directors and committees. Ensure that board requirements are maintained (Policies & Procedures manual/ forms, insurance, tax filings, etc.). Inform board members of communications that require their attention. Draft memos, meeting summaries, thank you letters and other correspondence.

Fundraising & Grants:

Maintain FSCSCC prospect database. Assist with BOD fundraising. Support grant writing, grant administration, and reporting. Support quarterly grant progress reports.

Bookkeeping:

Light bookkeeping and support for the FSCSCC treasurer, bookkeeper, and accountant. Support bill paying, invoicing, etc. Order supplies.

Clerical:

Maintain Google Docs folders and permissions, Maintain updated Google Groups and other Google Administrator tasks

**Non-Discrimination Policy:** The FSCSCC is an equal opportunity employer and will consider all qualified applicants. In accordance with Federal law and the U.S. Department of Agriculture (USDA), and FSCSCC policy, we prohibit discrimination on the basis of race, color, national origin, ancestry, pregnancy, age, genetic information, medical condition, mental or physical disability, sex, gender identity, gender expression, gender transitioning, sexual orientation, religion, military and veteran status, marital status, familial or parental status, if all or part of an individual's income is derived from any public assistance program, or any other status or condition protected by Federal, State and local laws. To file a complaint of discrimination: write USDA Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C, 20250-9410 or call (202) 720-5964 (voice and TDD).

**To Apply:** Please email a resume and letter of interest, to [patty@firesafesantacruzcounty.org](mailto:patty@firesafesantacruzcounty.org) with "Fire Safe Coordinator" in the subject line. If you would like additional information, please review our website at <https://www.firesafesantacruz.org/> and contact Patty Ciesla at 831-400-8990 or [patty@firesafesantacruzcounty.org](mailto:patty@firesafesantacruzcounty.org)

**DEADLINE FOR APPLICANTS:** Position is open until filled. Applications will be reviewed as received. Interviews are anticipated to begin in early November 2022.