

# Community Fire Resources Coordinator



Trees Foundation seeks to hire a *Community Fire Resources Coordinator* (CFRC) to work directly with the Southern Humboldt Fire Safe Council in planning, funding, and implementing community wildfire preparedness goals. We seek a reliable, motivated, and experienced individual with excellent communication and organizational skills. The position will remain open until filled, but applicants are encouraged to apply ASAP. An hourly wage will be negotiated based on experience, with a minimum of 20 hours per week and potentially full-time hours.

While some of the work can be done remotely, the CFRC is required to work a minimum of one day per month in our office located in Garberville, CA. We seek a 9-month commitment, with the potential to become long-term on the condition that grant funding is awarded to sustain the position.

***Please submit a cover letter and resume, with references, to [trees@treesfoundation.org](mailto:trees@treesfoundation.org), placing the job title in the subject line.***

## Job Description

The goal of the CFRC is to make Southern Humboldt's forested landscapes and communities better prepared for wildfire. The CFRC will engage with the Southern Humboldt Fire Safe Council (SHFSC) to develop and facilitate community wildfire resiliency action plans.

## Duties may include:

- Attending meetings outside of regular business hours, including meetings of the SHFSC, the Southern Humboldt Fire Chiefs Association (SHFCA), Humboldt County Prescribed Burn Association (HCPBA), motivated neighborhood groups, and Humboldt County Fire Safe Council (HCFSC)
- Developing and maintaining an information hub for fire-related projects, resources, and grant opportunities; and being available to present up-to-date information to interested community members and groups. Fire-related projects include fire prevention, prescribed fire, cultural fire, post-fire remediation, fire hardening, and fuel reduction work
- Assisting SHFSC and other community groups in Southern Humboldt, and potentially Northern Mendocino as well, to identify and access grant funding for landscape-scale forest health and fire resilience projects. This includes identifying areas of potential collaboration between community groups, landowners, and agencies; and supporting the development of collaborative grant applications
- Building relationships with aforementioned groups and landowners to assist in development of grant proposals or in the identification of grant writers and consultants capable of meeting fire community capacity-building and funding needs
- Site visits to project areas to better understand goals, objectives, and strategies of potential projects
- Communicating Southern Humboldt and Northern Mendocino needs and project recommendations to agencies and organizations working on needs assessments, project identification and prioritization programs, project funding and implementation tracking and monitoring
- Building and sustaining relationships with potential funders and contracting partners
- Assisting the Southern Humboldt Fire Chiefs Association in their ongoing development of a Fire/Rescue Coordinator position to support the local emergency response agencies

## Key Qualifications and Skills

- Proficiency in Microsoft Office programs, esp. Microsoft Excel and Word
- Drivers license, and a vehicle
- High level of project management, writing, teamwork, and interpersonal communication skills
- Ability to listen carefully, take detailed notes, and summarize complex information
- High degree of commitment to the development of a long-term sustainable fire preparedness economy and workforce in Southern Humboldt
- Understanding basic forest health criteria a plus (Forestry background)
- Grant-writing experience is preferred, as is an understanding of fire and fuel terminology
- GIS familiarity preferred
- Experience with wildfire, firefighting, or prescribed burning is a plus

## *Equal Opportunity Employment*

*Trees Foundation is an Equal Opportunity Employer and we are committed to building a culturally inclusive team. Diverse candidates are encouraged to apply. We will not discriminate against a contractor or applicant because of race, physical or mental disability, color, creed, religion, sex, age, national origin, sexual orientation, ancestry, citizenship, veteran status, or non-job-related factors. Opportunity is provided to all based on qualifications and job requirements.*