

# Community Fire Resource Coordinator (FRC)



Trees Foundation seeks to hire a Community Fire Resources Coordinator (FRC) to work directly with the Southern Humboldt Fire Safe Council and other community fire safety groups 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. The first review will happen on Jan. 9, 2023. 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 FRC is required to work a minimum of one day per week in our office located in Garberville, CA. We seek a 12 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 FRC is to make Southern Humboldt's forested landscapes and communities better prepared for wildfire. To meet this goal, the FRC will engage with groups like the Southern Humboldt Fire Safe Council (SHFSC) to develop and facilitate community wildfire resiliency action plans. The FRC will also build community capacity, assisting fire safety groups form and achieve formal recognition as Firewise USA communities or Fire Safe Councils.

## Duties may include:

- Planning, coordinating, and overseeing the delivery of defensible space assistance, home risk assessments, and community outreach in the Greater Southern Humboldt Area. This includes assistance with outreach, planning and oversight of curbside chipper days and rural residential chipper days; identification of eligible residents for the delivery of defensible space assistance; and meeting project reporting requirements.
- Engaging in community outreach, organizing, and project development to ensure that the impacts achieved under the Mattole and Salmon Creek Forest Health and Fire Resilience project will continue to expand across the southern Humboldt landscape into the future.
- Assisting the Southern Humboldt Forest Health Collaborative in the coordination, development and implementation of projects to improve the ecological health and wildfire resilience of Southern Humboldt's forests and grasslands. This includes identifying areas of potential collaboration between community groups, landowners and agencies and supporting the development of collaborative grant applications. This may include site visits to project areas to better understand goals, objectives and strategies of potential projects.
- Developing and maintaining an information hub for fire-related projects, contacts, 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.
- Attending meetings outside of regular business hours, including meetings of the SHFSC, Humboldt County Prescribed Burn Association (HCPBA), motivated neighborhood groups and Humboldt County Fire Safe Council (HCFSC).
- Building and sustaining relationships with potential funders and contracting partners, and 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.

## Key Qualifications and Skills

- 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.
- Proficiency in Microsoft Office programs, esp. Microsoft Excel and Word or Google Suite
- Drivers license with a vehicle and insurance, and the capability to drive rough, rural roads.
- Understanding basic forest health criteria a plus (Forestry background)
- Experience with Social Media posting is a plus
- GIS experience preferred
- Grant-writing experience is preferred, as is an understanding of fire and fuel terminology.
- 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.