



Job Announcement: Project Coordinator

BACKGROUND:

Established in 1997, the Yuba Watershed Protection and Fire Safe Council (YWPFSC) is a community-based collaborative group working to promote wildfire preparedness and maintain Yuba County forest health. YWPFSC hosts a wide array of programs to support community wildfire resilience in the Yuba County Foothills, from residential chipping and home hardening programs to coordination of large scale fuelbreaks. Since becoming a 501(c)3 in 2020, YWPFSC's grant funded programs continue to grow to address the increasingly urgent need of wildfire resilience in California's forests and communities.

POSITION:

YWPFSC seeks a passionate and organized Project Coordinator to work directly with the Executive Director and contractors to coordinate YWPFSC's residential wildfire mitigation programs and support fuels reduction projects. The ideal candidate will have a passion for community wildfire preparedness and a drive to grow the reach and impact of our existing programs.

DUTIES:

- Coordinate monthly **general council meetings**, including arrange guest speakers, distribute agendas, and record and distribute minutes
- Process applications, coordinate services, and collect and maintain data for YWPFSC's **residential programs**, including:
 - Reflective Address Signs
 - Residential Chipping Program
 - Red Flag Warning Banner Program
 - Wildfire Mitigation Review Program
 - Home Hardening Cost Share Program
 - Defensible Space Assistance Program
- Work with volunteers on the **Outreach-Education Committee** to coordinate outreach events and materials
- Work with staff, volunteers, and community partners to develop **Firewise USA Sites** across the Yuba Foothills
- Support **fuels reduction projects** as needed
- Apply for **grant opportunities** to support YWPFSC programs and goals
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Associate's Degree or higher, preferably in natural resources, community engagement, or a related field
- Excellent written and verbal communication and customer service skills
- Experience using Microsoft Word and Excel, file sharing applications, video conferencing platforms
- Understanding of basic issues regarding community wildfire preparedness in California, or the ability to quickly learn
- Desire to grow and innovate creative solutions to Yuba County's wildfire resilience challenges
- Strong work ethic with the ability to work without close supervision and meet deadlines
- Ability to handle changing priorities, multi-task, and creatively problem-solve to develop and maintain positive working relationships
- Personal vehicle and driver's license and ability to travel to meetings and other events as needed

ADDITIONAL DESIRED SKILLS:

- Grant writing
- GIS mapping
- Microsoft Access or other database software
- Knowledge of media, communications, social media, online networking, community organizing and volunteer coordination

JOB DETAILS:

Job Type: Part-Time

Compensation: \$25.00 per hour

Schedule: 20 hours per week, days are flexible

Location: Remote (with adequate internet connection), with ability to travel to Marysville, CA and various locations throughout the Yuba County Foothills as needed for meetings and events

Yuba Watershed Protection and Fire Safe Council is an equal opportunity employer. Wildfire does not discriminate and neither do we. We are committed to diversity and inclusion in our workplace and in our work to build resilient communities. We do not tolerate discrimination or harassment of any kind based on race, age, gender, sexual orientation, religion, national origin, disability, or any other non-merit factor.

This position holds great potential for growth, depending on employee's skill set and drive. If empowering communities and building wildfire resilience excites you, please apply!

To Apply: Please submit a resume, cover letter, and writing sample to admin@yubafiresafe.org by December 17, 2021.

www.yubafiresafe.org