Purpose of Position

The Outreach and Media Coordinator will, on a statewide basis, promote community wildfire preparedness to people living in our wildland-urban interface areas. The establishment of this position underscores the California Fire Safe Council’s (CFSC) commitment to the advancement of a strong network of local, regional, state, and national organizations to help the residents of California acquire education, resources, and the tools needed to be better prepared for wildfire.

This position is structured on three-years of funding with the possibility of long-term funding.

Duties:

- Manage organization’s website
- Manage organization’s social media
- Manage two-way communications with local FSCs and other community wildfire practitioners via MailChimp and other platforms
- Develop public education and information materials, handbooks, presentations, and displays – including contributing to newsletters, media/new media outreach and website content
- Facilitate distribution of educational materials to community-based partners and other interested parties
- Create and implement a community and business outreach plan
- Assist the Regional Coordinators to facilitate organizational capacity building and partnership development to implement high-impact, sustainable projects and initiatives to enhance resiliency in priority watersheds across the state
- Organize, attend, and present at community, business, and neighborhood group meetings regarding our work, its impacts, and intended benefits
- Work with Executive Director and board on creating and utilizing media opportunities
- Oversee and implement public events, meetings, open house information sessions, etc.
- Organize and participate at community outreach activities to educate the broader community about fire hardened homes, ember intrusion, fire exposure, defensible space, and other fire safe, prevention, or resiliency activities and projects
- Respond to public and community inquiries and brief the CFSC Executive Committee and/or Board of Directors on matters of public interest and concern
- Associated travel with needed work assignments
• Oversee the maintenance of a community database of FSCs, interested parties, and issues

Qualifications:
• Candidates should have three (3) to five (5) years of experience in community relations, public affairs, social media or related fields.
• Ability to create engaging displays, public education materials, and presentations
• Excellence using software, educational, and social media collaborative tools
• Understanding of basic issues and talking points regarding community wildfire preparedness, or the ability to quickly integrate the same.
• Valid driver’s license

Knowledge of: Media, communications, social media, online networking; community organizing and volunteer coordination; governmental structures, agencies and policies; the diverse population and cultures within the communities of the state; workshop and training methods, techniques, and tools; general understanding of California wildfire issues preferred but not required

Ability or skill in: Online media and communications; creating effective educational materials; facilitating public meetings and other public forums; organizational and planning methodologies; written and oral presentations in public/media forms; building and fostering strong partnerships and interpersonal relationships.

Additional desirable qualifications include:

• Graphic design
• Successful outreach in vulnerable and/or non-English speaking communities
• Written and oral fluency in Spanish.
• Dedication and commitment to the mission and objectives of the CSFC
• Excellent facilitation skills
• Willingness to work occasional evenings and weekends
• Experience within a fire-safe related agency/organization.

Work Hours/Schedule/Workplace: This person shall have regular working hours Monday-Friday between 830am-5pm. The assigned worksite is located in the Sacramento office, but may be capable of telework environment. Salary range is estimated to be $65,800-88,800 plus benefits.

To Apply: Please submit a resume and cover letter by September 25th to Michaela Martinez, mmartinez@cafiresafecouncil.org. For more information, call 916-256-4392.