



## *Lassen Fire Safe Council, Inc.*

**Ruth Morentz**, Chair  
**Phil Good**, Vice Chair  
**Sue Cenotti**, Secretary/Treasurer  
**Cade Mohler**, Managing Director

P.O. Box 816 • Susanville, CA 96130 • (530) 250-4449 • [www.lassenfiresafecouncil.org](http://www.lassenfiresafecouncil.org)

### **Job Title: Lassen Fire Safe Council Wildfire Resiliency Coordinator**

Reports to: Managing Director

Supervises: None

**Position Role:** To support the grant-funded projects of Lassen Fire Safe Council by assisting in the development of wildfire resiliency programs and grants that will make communities within the WUI better able to withstand the threats from wildfires. At the direction of the Managing Director, Wildfire Resiliency Coordinator will partner with representatives from our geographic area to build collaborative, coordinated wildfire mitigation strategies and strengthen community preparedness.

### **Duties/Responsibilities:**

#### **Firewise:**

- Assist each Fire Wise community with annual renewal and recertification process, with three-year action plan, with five- year community wildfire risk assessment update and submit documentation through NFPA portals as necessary.
- Develop new Fire Wise communities in accordance with NFPA guidelines by working with interested community members.
- Assist Fire Wise community conducts a documented annual activity(ies) focused on educational and risk reduction actions identified in their plan and that annual records of volunteer hours/ monies expended are maintained for submission to NFPA to support recertification.

#### **CWPP/Wildfire Resiliency**

- Act as point person for the Managing Director during the annual update of the Community Wildfire Protection Plan (CWPP) by attending planning meetings and coordinating, connecting, and integrating wildfire mitigation groups' existing and planned wildfire mitigation projects and work, including Fire Wise and interested community groups, into the overall CWPP. Assist in drafting updated CWPP.
- Maintain and update a census of all active wildfire mitigation groups, community stakeholders, contact points, collaboration efforts, and projects.
- Develop a system to track these groups and efforts, including recommending any necessary software and project management tools to Managing Director.
- Coordinate and host regular communications/meetings between existing wildfire mitigation groups and county-level officials as directed by Managing Director.
- Analyze gaps in county-wide wildfire resiliency and emergency preparedness and develop recommendations to fill these needs.
- Develop defensible space and community-based/small landowner grant projects to make communities safer from wildfires as directed by Managing Director.



We are active participants in FIREWISE Communities USA procedures.



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### **CFSC County Coordinator Duties:**

- Identify any necessary modifications to County Coordinator grant project plans or priorities that require prior approval of Managing Director and/or CFSC.
- Participate in CFSC mapping plan which may include ability to perform GIS mapping, develop shape files, maps, and metadata with collected information.
- Attend monthly check-ins with California Fire Safe Council (CFSC) staff
- Participate in quarterly meetings with other County Coordinators as well as state/regional stakeholders and other interested county-wide wildfire mitigation groups
- Assist with special events and seminars- develop annual calendar of events, including Firewise, throughout the counties in our geographic area; act as LFSC resource at events providing information to the community and building relationships; record participants and contact info; assist with planning and logistics re: venues, staffing need, supplies, catering, etc.

The above duties and responsibilities are reflective of the types of work a candidate may expect but may also be subject to change depending on the levels of expertise and experience of the selected candidate and business necessity.

### **Minimum and Desired Qualifications:**

- Experience or Interest in:
  - Home Ignition Zone and Community Wildfire Risk Assessments and Firewise USA program
  - Wildfire risk reduction training coordination, administration, and oversight
  - Outreach and engagement programs
  - Collaborative and Partnership development; ability to work independently and as part of a team.
- Three years of experience in Wildfire Suppression /Fuels Mitigation, Forest Ecology, Forest or Natural Resource Management or related field; College degree preferred.
- Demonstrated knowledge, experience, and ability to plan projects and manage contractors and volunteers on projects.
- Experience in organizing, developing, and delivering public presentations, training, events, publications, and other informational and educational activities.
- Grant writing and grant management experience
- Proficient in Excel, GIS-based software programs, Microsoft Office, Adobe
- Must have a valid California driver's license or the ability to obtain a California driver's license by the employment start date.
- Must be legally authorized to work in the United States before the employment start date.
- Must have excellent interpersonal skills and a demonstrated ability to work collaboratively with various stakeholders.

Lassen Fire Safe Council, Inc. offers a competitive salary and benefits package including vacation, sick, and holiday time, as well as healthcare, dental, vision, and a retirement plan.



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