

Lassen Fire Safe Council, a fast-growing non-profit corporation, works through grant-funded projects to reduce the risk to Northern California's communities and the surrounding Wildland Urban Interface from wildfire through education and by mobilizing efforts to make homes, neighborhoods, and communities fire safe. We offer a competitive salary and benefits package commensurate with experience. To be considered for this position, please submit resume and licensing and certifications held.

Job Title: Lassen Fire Safe Council Projects Coordinator

Reports to: Managing Director

Supervises: None

Full-time, Susanville CA

Applications being accepted immediately (June 2022) and ongoing until position is filled. To apply, send resume and cover letter to Ruth Morentz at personnel@lassenfiresafecouncil.org.

Duties/Responsibilities:

Field Work:

- GIS mapping, marking and layout of treatment areas and property lines over sometimes rough and steep terrain, sometimes in inclement weather for each assigned
- Develop shape files, maps, and metadata with collected information for each assigned project
- Manage work of contractors in the forest products industry assigned to each project.
- Effectively and professionally interact with resource professionals and state regulatory agencies.
- May be called on to oversee and administer vegetation and reforestation projects as needed.
- Project Management – at the direction of the Managing Director, develops project plans; coordinates projects; communicates changes and progress
- Completes projects on time and budget; manages project team activities
- Assists with special events and seminars- acts as point of contact for information and sign-up, records participants and contact info, assists with planning and logistics re: venues, staffing need, supplies, catering, etc.
- Attend Fire Safe Council meetings and other public meetings

In House Work:

- Assists grant writer, Managing Director, and Projects Manager in obtaining and administering grants.
- Assists Managing Director, grant writer, and Project Manager by providing administrative support throughout the grant process: grant applications, awarding, planning, contracting, implementing, accounting, financial reporting, and record retention requirements for each grant for LFSC

For each grant:

- Maintains Project Property Owner Database by obtaining property owner information from provided Assessor's Office or Registered Professional Forester (RPF), which may include online GIS navigation, then update with current contact information.
- Develops, prepares, and mails Project Information Letters & Permission Documents for mass mailing to targeted property owners. Updates property owner listing with additional information, updates and follow-up as received.
- Coordinates landowner sign-up meetings by contacting and scheduling meetings with interested property owners to meet with designated Project Manager; creating an appointment calendar and coordinating appointments for designated Project Manager, then updating property owner listing with post appointment information. Projects Coordinator may be the designated person to conduct meetings on-site. Creates listing as needed for contractors.
- Follows up with unresponsive property owners to discuss project benefits and to encourage them to sign up for mitigation work. Follows up with interested property owners to respond to questions and concerns. Follow-up may require on-site meeting with property owners.
- Ensures accurate tracking of time spent on each individual task and project and allocate time and task to correct project.

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 qualifications:

Four-year Degree in Forestry or 4 years of relevant documented work experience

Proficient in Excel, GIS-based software programs, Microsoft Office, Adobe

Current valid driver's license and the ability to safely negotiate steep mountainous roads

Demonstrated knowledge, experience, and ability to manage contractors on projects and California Forest Practice Act plans and exemptions

Excellent interpersonal and communication skills with members of the public and property owners

Ability to work independently on projects and in the field

Desirable qualifications:

Registered professional forester; certified arborist; certified pest advisor, the ability to take and pass the California Registered Professional Forester (RPF) exam after qualification through a combination of educational and/or work experience or a California Registered Professional Forester (RPF) license

Job Type: Full-time

Salary range: \$70,000.00 - \$85,000.00 per year commensurate with education and experience. Benefits includes vacation, sick, holidays, health, dental, vision, and more..

COVID-19 considerations:

Adherence to all CDPH & CDC manadates & guidance for to ensure best practices. Active Covid Protection Plan for the safety of staff and visitors. **Employer requires proof of completed Covid Vaccination at time of hire.**