

# Plumas County Fire Safe Council



December 28, 2021

## Plumas County Fire Safe Council

### County Coordinator

Plumas Corporation is seeking candidates for a County Coordinator position for the Plumas County Fire Safe Council (PCFSC). The Coordinator will work closely with Plumas County OES, Plumas County Planning & Building Depts., the PCFSC Board of Directors, Plumas Corporation staff, private landowners seeking wildfire mitigation assistance, Firewise volunteers, US Forest Service, CAL FIRE, and other state and federal agencies.

#### General duties

Site visits and consultations with landowners including:

- Providing consultation/recommendations for home hardening, defensible space, and hazardous fuel reduction to private landowners
- Mentoring Firewise volunteers with consultations & establishing a trained cadre of volunteers
- Following-up landowner applications with site assessments and layout
- Returning phone calls and email inquiries

Development of additional Fire Safe Council programming including:

- Evaluating mitigation actions in the Plumas CWPP and Local Hazard Mitigation Plan that have not been implemented or addressed
- Identifying grant funds to support additional programming and submitting proposals

Developing and distributing outreach materials and information including:

- Updating the website and social media, preparing press releases, providing radio content
- Delivering materials across the county and determining effective methods for ongoing distribution
- Developing an email list and/or online workspace for mitigation groups
- Coordinating outreach with community-based volunteers
- Coordinating and attending public and/or partner meetings

The Coordinator will be expected to travel throughout Plumas County for meetings, landowner outreach activities and other field duties.

#### Expected Skills & Knowledge

Working knowledge of home hardening practices, defensible space concepts, fire behavior, and fuel management

Fully conversant with MS Office, Word, Excel, and PowerPoint

Ability to work without close supervision and meet deadlines

#### Desired Skills & Knowledge

Familiarity with Plumas County

Grant writing

GPS/GIS skills, utilizing datasets from a variety of public agencies

Familiarity with website management

Plumas Corporation, a 501 (c) 3 private non-profit, is offering this grant-funded opportunity as an “at will” position. This position is offered at 40 hours per week based out of the Quincy office. Wages will be commensurate with experience (up to a starting rate of \$23/hour).

Vacation, sick leave, medical benefits and retirement are available. Funding for the position is secured through April 2023. Ongoing employment will be dependent on subsequent grant funding.

Please submit letter of interest and resume to: Plumas Corporation, Attn: Hannah Hepner, P.O. Box 3880, Quincy, CA 95971 or [plumasfiresafe@plumascorporation.org](mailto:plumasfiresafe@plumascorporation.org).

The position remains open until filled.

Please contact Hannah Hepner at (530) 927-5281 with any questions.