



Contract Employment Opportunity for an Administrative Coordinator in support of the Fire Safe Council of Santa Cruz County (FSCSCC)

Background: The Fire Safe Council of Santa Cruz County is an incorporated 501(c)(3) nonprofit organization established in 2016. Our mission is to educate and mobilize the people of Santa Cruz County to protect their homes, community, and the environment at risk from catastrophic fire. Two-thirds of Santa Cruz County is considered Wildland Urban Interface (WUI), putting a large percentage of our population, housing, economy, wildlife, and environment at risk.

The FSCSCC seeks an Administrative Coordinator to support and enhance the efforts of our volunteer board of directors to help the public learn to live with fire in Santa Cruz County. This is a limited term contract initiated and funded by the County Board of Supervisors through June 30, 2022, with the possibility of renewal in future years. The position is for an estimated average of 20-25 hours per week and will be administered by the Resource Conservation District (RCD) of Santa Cruz County (who serves as the fiscal and administrative sponsor of the FSCSCC) and will report to the Executive Committee of the FSCSCC.

Skills Required: The ideal candidate is a flexible and self-motivated individual who can easily follow directions and work independently. The candidate should have strong oral and written communication skills, be technically savvy, have basic computer skills (Microsoft Office Suite, Zoom, Google docs, etc), and be well-organized. They must have a collaborative, positive, and professional attitude.

Skills Preferred: Spanish language proficiency is desired but not mandatory. Experience in basic bookkeeping, grant management, community organizing, knowledge or experience with Firewise USA, fire preparedness, and mitigation work is also desired but not mandatory.

Summary of Duties and Responsibilities:

Board Responsibilities:

- Coordinate alternating monthly meetings of the FSCSCC Board and the Executive Committee.
- Prepare, distribute, and publish meeting materials, schedule meetings, coordinate agenda development, complete necessary follow-up.
- Provide backup support to Secretary for minutes at Board Meetings and Executive Committee Meetings.
- Ensure that board requirements are maintained (Policies & Procedures manual/ forms, insurance, tax filings, etc.).
- Assist working groups (Education & Outreach, Technical Advisory Committee, Firewise, etc.) on an as-needed basis.
- Inform board members of communications that require their attention.
- Assist with the annual report.
- Perform other tasks within Scope of Work as directed.

(Please see next page for additional details.)

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Communications, Events, Programs, and Projects:

- Respond to general inquiries made to the FSCSCC and make referrals as appropriate.
- Forward requests for Firewise Communities to the Volunteer FSCSCC Firewise Coordinator, including community member requests for assistance, education and outreach, etc. Assist Volunteer Firewise Coordinator as needed.
- Forward requests for Home Ignition Zone (HIZ) Inspections to the Volunteer FSCSCC HIZ Program Coordinator, including individual and/or community requests for assistance, education, and outreach. Assist Volunteer HIZ Program Coordinator as needed.
- Maintain and update the FSCSCC website (board postings, calendar, Community Partners, Firewise pages, etc.).
- Add to and maintain FSCSCC Prospect database. Assist with mailings and fundraising activities.
- Organize education and outreach materials and events in coordination with the Executive Committee.
- Assist in maintaining and strengthening relationships with FSCSCC Partners (RCD, County Board of Supervisors, County Office of Response, Recovery & Resilience, Fire Districts, etc.)

Clerical/Bookkeeping:

- Assist with grant administration, bookkeeping, and reporting.
- Conduct FSCSCC administration (supply ordering, paying bills, invoicing, etc.)
- Maintain Google Docs folders and permissions
- Generate quarterly progress reports and review quarterly invoices to the County Board of Supervisors ensuring that scope of work is completed on time and within budget

Compensation and Application Process:

This is a limited term contract employee position administered by the RCD and is governed by an express employee contract. Work is to be performed over a period up to 8 months (through June 30, 2022) for an estimated averaged 20-25 hours per week for a set hourly rate between \$20-\$35/hour commensurate with experience and qualifications. A contract employee will typically only be eligible for benefits pursuant to the terms of the contract. The accepted candidate will receive a specified wage but will not be eligible for paid time off, holiday pay, medical or dental insurance coverage, or items of a similar nature, nor will he or she accrue seniority or other benefits, except as required by federal or state laws.

TO APPLY: Please email a resume, letter of interest, and names and phone numbers of at least three references to Tangi Chapman at tchapman@rcdsantacruz.org with "FSCSCC Administrative Coordinator" in the subject line. If you would like additional information, please contact Lisa Lurie at llurie@rcdsantacruz.org.

DEADLINE FOR APPLICANTS: Position is open until filled. **Application review will begin October 9, 2021.**

The RCD is an equal opportunity employer.

<https://www.firesafesantacruz.org/>