



Promoting Wildfire Safety Through Education and Action

Project Manager

June 2022

About: The Santa Barbara County Fire Safe Council (SBCFSC) is a 501(c)(3) non-profit organization with a mission to promote wildfire safety in Santa Barbara County through education and action. Members of the Board include current and past firefighting professionals and volunteers, representatives of local government, and citizen representatives from various local communities. Every other meeting includes a presentation from an expert on local issues such as fire ecology, vegetation management, infrastructure improvement, and emergency planning. The goals of the meetings are to provide relevant information to the local citizens and offer a platform for community members to become part of the solutions to the challenges fire poses to our wildland urban areas. We also work to bring funding to our community through grants and donations. Recent grants have helped fund the ongoing Gaviota Coast CWPP, a local video on defensible space education, and the Buellton Walk into Wildfire exhibit.

Currently, the SB FSC has secured funding from the National Fish and Wildlife Foundation to help develop a novel [Regional Wildfire Mitigation Program](#) (RWMP) for Santa Barbara County's south coast region. Implementing the RWMP is a large focus of the SBCFSC. Goals of the RWMP include informing individuals and communities about wildfire preparation through direct outreach efforts and indirect educational videos and educational material, in addition to creating tailored programs and resources to assist residents and communities with wildfire preparation activities, such as starting a community chipping program.

Position Overview: The SBCFSC seeks a part-time (10 hours per week) Project Manager to oversee the completion of the project deliverables, coordinate with subcontractors, help plan events, and conduct quarterly grant reporting.

Job Responsibilities

1. Grant Administration
 - a. Overseeing project tasks and keeping objectives aligned with timeline
 - b. Tracking deliverables
 - c. Reporting quarterly project progress to Cal Fire through Grants Portal
 - d. Assuring the adherence to grant agreement, procedural guide, and CCI requirements
2. Project Management and Coordination
 - a. Writing job descriptions/memorandums of understanding
 - b. Coordinating hiring processes of employees and contractors
 - c. Assisting in the implementation of the Regional Wildfire Mitigation Program
 - d. Assisting with the management and coordination of UCSB interns
 - e. Assisting with coordinating with subcontractors and their respective projects



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- f. Assisting in event preparation and planning
 - g. Communicating with partner organizations
 - h. Reporting monthly project progress at SBC Fire Safe Council board meetings
3. Budget Management
- a. Overseeing timecards and submitting hours to payroll
 - b. Managing employee benefits, human resources needs, and insurance
 - c. Determining purchasing needs and buying materials
 - d. Managing CalFire project budget, including forecasting future financial outlook
 - e. Paying CalFire grant related invoices

Minimum Requirements

- Bachelor's degree.
- Be able to take initiative and have meticulous attention to detail.
- Working familiarity with Quickbooks, invoicing, or budget management.
- Experience coordinating with multiple agencies.
- Ability to prepare clear, concise, accurate, and well written reports.
- Excellent written and verbal communication skills.
- Ability to work independently as well as collaboratively.

Desired Skills

- Master's Degree
- Experience managing grants and writing grant reports, especially CalFire grant reports.
- Previous experience as a Project Manager.
- Experience planning/coordinating events.
- 6 months - 1 year experience with Quickbooks, invoicing, and budget management.

Location: Santa Barbara, CA. There will be a mix of remote and in-person work.

Application Deadline: July 1, 2022.

Terms of Employment: This is a part-time (10 hours per week), grant funded position through 2024. Some weekend and night work may be required. Hours are expected increase during the week of events. Desired start date is ASAP.

Salary: The position pays \$40-55 per hour (DOE) with no benefits.

Applications: Applicants are invited to send a resume. All correspondence should be emailed to: community@SBFireSafeCouncil.org. Please include your name and "Project Manager" in the subject line.



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Santa Barbara County Fire Safe Council is an Equal Opportunity Employer. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, or other status apply.