



Promoting Wildfire Safety Through Education and Action

## Administrative Office Professional & Communication Coordinator

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 hard-working, detail oriented individual to work as our first Administrative Office Professional/Communication Coordinator. This person will split their time between office administration work (i.e., website updates, printing, meeting coordination) and community education and outreach (i.e., social media management, event planning, helping create outreach material).

### Job Responsibilities

- Take the lead on planning and coordinating SBCFSC community events, including brainstorming event themes, goals, and activities and managing the budget and subcontractors. SBCFSC Board members and staff will assist in the planning process. Events are hosted 2 times per year. The next SBCFSC event will be in October 2022. *Time estimate: 5-10 hours/week in the months leading up to the event and 20-40 hours/week in the weeks preceding and week of the event.*
- Social media and outreach management: Create a Communication and Outreach Strategy; Generate content for social media platforms (Facebook, Instagram, Twitter) to engage current users and promote wildfire preparedness. Some topics include encouraging individuals and communities to participate in Firewise USA<sup>®</sup> and the Ready! Set! Go! Program. Use tools such as Google Analytics and social media management software to assess what is working, what is



**Promoting Wildfire Safety Through Education and Action**

not, and assess if the SBCFSC is meeting their goals in the Communication and Outreach Strategy. *Time estimate: 10-15 hours/week.*

- Take the lead on managing, coordinating, editing, and writing biannual newsletters. *Time estimate: 5 hours/week in the months leading up to the deadline and 10-15 hours/week in the weeks preceding the deadline.*
- Coordinate with the SBCFSC Board, staff members, and/or subcontractors to continuously make updates to the SBCFSC website, which is based in WordPress. Training can be provided. Updates include but are not limited to: posting agendas, recommending and making changes to improve user experience, creating content to post on the website. *Time estimate: 1-5 hours/week.*
- General office assistance and administration work: maintain a clean office space, coordinate software licenses, purchase office supplies, assist in writing MOUs for subcontractors, coordinate with payroll, printing, create a style guide, create and manage a shared SBCFSC Google drive, coordinate guest speakers, upload and enter invoices into Quickbooks, etc. *Time estimate: 5-7 hours/week.*
- Assist the SBFSC, Project Manager's, and/or subcontractors on creating education and outreach material. *Time estimate: 1-15 hours/week.*
- Assist the Project Manager's at community events when needed.
- Provide general assistance where needed.

### **Minimum Requirements**

- Bachelor's degree.
- Be able to take initiative and have meticulous attention to detail.
- Working familiarity with the main social media platforms (Facebook, Instagram, Twitter).
- Experience with Google Drive and related products.
- Ability to create multi-media work products for print, radio, video/broadcast TV, web, and/or social media for a diverse audience.
- Ability to prepare clear, concise, accurate, and well written reports.
- Desire to learn website editing in WordPress.
- Excellent written and verbal communication skills.
- Ability to work independently as well as collaboratively.
- Innovative thinker who goes above and beyond by investigating potential opportunities and brainstorm new ideas.
- Enthusiastic and positive team player with the flexibility to re-prioritize, multi-task and deal with ambiguity.



Promoting Wildfire Safety Through Education and Action

### Desired Skills

- Working familiarity of Hootsuite and Quickbooks.
- 1-2 years as an office administrator or similar field.
- 1-2 years professional experience with social media content creation and social media management for Facebook, LinkedIn, Twitter, NextDoor, YouTube, and/or Pinterest.
- Some general understanding of wildfire behavior and/or disaster preparedness.
- Experience editing websites.
- Graphic design experience.
- Fluent in Spanish and able to write and produce materials in English and Spanish.

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

**Application Deadline:** Applications will be continuously reviewed until a suitable candidate is identified. Interviews will be on a rolling basis. However, for full consideration apply by July 12<sup>th</sup>.

**Terms of Employment:** Depending on the availability of the applicant, the position has the ability to be either part-time or full-time until an Executive Director is appointed in approximately 7 months. However, full-time employment is preferred. After the Executive Director is appointed, the position will transition to full time work. There will occasionally be weekend and evening work. This is a grant funded position through 2024 with high expectation to extend the position indefinitely with future grants.

**Salary:** The position pays \$23-\$30/hour (DOE). A stipend to supplement health benefits is available for full-time employees.

**Applications:** Applicants are invited to send a cover letter illustrating their suitability, a one-page resume, and two writing samples for a public/general audience – one writing sample may include a social media post or collection of social media posts created for a company or organization. All applications or questions should be emailed to: [community@SBFireSafeCouncil.org](mailto:community@SBFireSafeCouncil.org). Please include your name and “AOP/Communication Coordinator” in the subject line.

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.