



FIRE ADAPTED NEVADA PARTNERSHIP COORDINATOR



GENERAL INFORMATION

Position Title: Coordinator, Full-Time

Location: Carson City, Nevada

Takes Guidance from: Fire Adapted Nevada – Multi-Agency Coordinating Group (MAC Group)

Supervised by: Nevada Division of Forestry – State and Volunteer Fire Assistance Coordinator

The Fire Adapted Nevada Partnership (FAN) is a statewide partnership between federal, state and local agencies as well as communities that promotes wildfire preparedness, including defensible space and threat mitigation activities across all 17 counties of Nevada. As a collaborative focal point to support the development of fire adapted communities, FAN partners do the following:

- **COMMUNICATES** the threats of wildfire and promotes activities that help communities and homeowners prepare for and survive the occurrence of wildfire.
- **PROMOTES** wildfire risk threat reduction through community preparedness and planning.
- **SHARES** funding and educational opportunities to assist landowners with hazardous fuel reduction, home hardening, and defensible space projects.
- **FACILITATES** cooperators efforts to collaboratively achieve common fire adapted community objectives.

The Vision of FAN is: People living in vulnerable wildland urban interface locations will become active members of their local Firewise USA chapter, Ready, Set, Go! program, and Fire Adapted Community Learning Network to form enduring partnerships with fire services, other relevant organizations and individuals to create a community culture that continuously mitigates the threat and elevates the probability of people, structures and landscapes surviving the occurrence of wildfire.

The Mission of FAN is: To foster the widespread occurrence of Fire Adapted Communities where people living in threatened locations fully prepare themselves, their homes, and the landscape where they reside to survive the destructive force of wildfire.

FAN works collaboratively with a diverse range of partners including, but not limited to the U.S. Forest Service, Bureau of Land Management, Nevada Division of Forestry, University of Nevada Cooperative Extension's Living With Fire Program, Tahoe Network of Fire Adapted Communities, Nevada Fire Chiefs Association, WUI code planners, Nevada State Firefighter's Association, Nevada Association of Counties, Nevada League of Cities, local fire protection districts and departments, local community leaders, Nevada Landscape Association, as well as community leaders who have a vested interest in community wildfire preparedness, education, and mitigation.

POSITION DESCRIPTION

The FAN Coordinator is responsible for providing the leadership and oversight necessary to:

- Facilitate the creation and operations of a sustainable partnership that provides support to **fire adapted communities** pursuing full preparedness for the occurrence of wildfire.
- Support the development of and monitor **community wildfire protection planning** efforts that allow communities, counties, and agencies to follow a blueprint for effective mitigation and preparedness actions.
- Promote community investment and incentives for reducing risk of loss through **fuel reduction and mitigation projects** in wildland urban interface communities to reduce risk and mitigate potential loss.

- Promote **community adoption of Firewise USA and Ready, Set, Go!, and the National Fire Adapted Community Learning Network programs** to aid community learning, unification and action toward effective wildfire preparedness actions.

The Coordinator provides programmatic development, establishment and operations following the recommendations of the MAC Group, with the supervisory, legal, logistical, and fiscal oversight from the Nevada Division of Forestry. Guidance and mentorship to contractors, community leaders, and cooperators will be an operational duty of the position, which will be delegated to future subordinates within the partnership when it grows beyond the current stage and has Regional Community Liaisons. In addition, the Coordinator works in collaboration with the MAC Group and acts as a Liaison between federal, state, county and local representatives to encourage information exchange while strengthening collaborative partnerships between agencies and communities.

Nevada Division of Forestry staff will be providing some clerical and administrative assistance to this position as well as significant fiscal and contracting support. Field-based operational staff will also assist with technical outreach. The position's supervisor will assist with technical support and Living With Fire will provide some public education support.

POSITION SPECIFICS

While providing organizational oversight, the Coordinator is primarily responsible for:

Grant, Agreement and Financial Management

Since FAN is primarily grant funded, a priority for the Coordinator is to ensure financial sustainability for the partnership and its operational capacity at NDF. The Coordinator works both independently and collaboratively to seek and apply for appropriate funding opportunities to support the activities carried out under the FAN mission.

The Coordinator will:

- Develop an annual budget that identifies anticipated expenditures and sources of revenue to support personnel, priority programs, and projects.
- Accurately manage the FAN budget, funding allowances and expenditure timeline information for diverse grant and State funding sources.
- Provide budgetary information and funding recommendations to the MAC Group.
- Actively pursue and manage federal, state and local grant opportunities often times in collaboration with interagency partners.
- Effectively coordinate efforts with NDF Fiscal Staff.
- Utilize established tracking and reporting mechanisms for all funds used by FAN with the assistance of Nevada Division of Forestry fiscal staff.
- Pursue and manage fundraising and sponsorship opportunities.
- Draft and seek appropriate approval for planning, personnel, and other related contracts or memorandums of understanding.

Organizational Leadership/Sustainability/Partnerships

FAN strives to be forward thinking when planning for the future sustainability and resiliency of the organization. The position works to ensure timely progress toward achieving mission imperatives and funding stability. The Coordinator is also an active partner in activities or efforts of partner organizations.

The Coordinator is expected to:

- Act as a statewide leader, contact and liaison to encourage information exchange while strengthening collaborative partnerships.
- Facilitate strategic planning and oversight to establish priorities, focus resources, and create a sustainable effective partnership.
- Facilitate updates to the FAN strategic planning documents, operations manual and community leader's guide.
- Collaborate with the MAC Group and future Community Liaisons to develop an annual plan of work that outlines priority partnership goals and objectives as well as establishes outcome expectations.
- Serve as primary support staff for the MAC Group Members including the scheduling, planning and organization of regular meetings, finalizing meeting agendas, and assisting with other group functions.
- Participate as a partner on the Fire Adapted Communities subcommittee for the implementation of the Nevada Shared Stewardship, Nevada Cohesive Strategy and other interagency collaborative efforts focused on fire adapted communities in Nevada.
- Track and document the status, needs, and accomplishments of Fire Adapted Communities statewide.

Research

FAN should be partnered with a team of social science and technical wildfire researchers. Collectively this partnership examines wildfire risk, homeowner perception of risk, and how certain behaviors or experiences influence homeowners to participate in wildfire mitigation activities.

- Actively promote and participate in researcher-practitioner collaboration.
- Provide general input to partnering research entities (eg. Living With Fire) for advancement of knowledge and action at all levels of the organization and partnership activities.

Community Wildfire Protection Education and Outreach

FAN promotes wildfire mitigation education statewide to broaden understanding of the inherent threat of wildfire to the people living in our wildland-urban interface areas. Continuous exposure to wildfire education through distributed materials and learning events engrains the vulnerability to wildfire into the community culture and empowers residents to prepare themselves, their homes, and the surrounding landscape to survive the occurrence of wildfire. The Living With Fire program will serve as the primary source of educational materials and educational programming promoted by FAN.

The Coordinator is expected to:

- Provide strategic planning and coordination assistance for education and outreach efforts where needed.
- Understand and effectively communicate wildfire related issues to communities, delivering a consistent, specific message about wildfire and mitigation actions across all public education and press forums.
- Understand and effectively speak to issues involved with home ignition vulnerabilities.

- Assist with the development of educational material for Living With Fire, including education initiatives to promote the FAN partnership concepts.
- Promote the community adoptions and active use of the Firewise USA, Ready, Set, Go!, and Fire Adapted Community Learning Network programs.
- Conduct and facilitate calls, webinars and in-person meetings to facilitate connections and shared learning.
- Work with Living With Fire staff in the design of workshops and learning events for community members. Promote attendance at these events throughout the partnership.
- Work with staff to ensure logistics for events are in place.
- Host workshops and events, including facilitation.
- Document and share results of events as appropriate with the assistance of Nevada Division of Forestry and partnering organization staff.

Community Wildfire Protection Planning

Community wildfire protection planning efforts provide an integral base for helping to educate residents, promote fuels reduction, prioritize areas for action and encourage multi-level collaboration. FAN supports and encourages planning efforts and resulting recommendations to be used as guidelines for implementation efforts. The FAN Coordinator participates in and facilitates the development of Community Wildfire Protection Plans and Community Assessments for communities while also engaging in the development of County Land Use Codes and other broad-scale planning efforts.

As such, the Coordinator is expected to:

- Provide strategic guidance and oversight for planning efforts.
- Facilitate the partnership and community efforts to secure a means of planning through contracts or other approaches.
- When necessary, assist Regional Community Liaisons with the facilitation, drafting and development of planning efforts.

Fuel Reduction, Home Hardening, and Mitigation Projects

The FAN Coordinator encourages fuel reduction projects within and around communities at-risk of wildfire in Nevada. A host of agency partners offer cost-share grant funding assistance to communities, private landowners, and homeowners for implementing landscape-scale fuels reduction, home hardening and defensible space projects. The FAN Coordinator will seek to connect those communities who have approved Community Wildfire Protection Plans in place with the available funding sources.

The Coordinator is expected to:

- Ensure that a forum or exchange exists and is maintained where funders can interface with those in need of financial assistance.
- Develop and coordinate tracking and reporting mechanisms for diverse grant sources that can map and document the planned and implemented fuels reduction projects.
- Provide oversight and assistance to Regional Community Liaisons to ensure success of all partnership services, planning efforts, maintenance and technical assistance requests.
- Ensure the future Regional Community Liaisons are trained and capable of assisting community leaders with grant applications as well as technical information about structural ignitability, home hardening, home ignition zones, defensible space, and community protection fuel reduction, as requested.
- Provide strategic planning, oversight, and budget tracking to gain financial support for statewide high priority fuel reduction, home hardening and mitigation projects.

PERSONNEL MANAGEMENT

The Coordinator does not currently supervise any employees, though the strategic plan outlines the need for and goal of hiring Regional Community Liaisons that will be supervised by the Coordinator. The Coordinator will provide guidance and mentorship to the Liaisons. The Coordinator is responsible for securing authority for position creation and hiring Regional Community Liaisons, creating position descriptions, and work performance standards as well as acting as a representative to the Nevada Division of Forestry human resource personnel to resolve human resource issues and matters.

The Coordinator is expected to:

- Provide general long-range targets/activities of Community Liaisons.
- Promote employee professional development and growth.
- Foster a team environment.
- Assist with the development of each employee's Annual Work Plan.
- Evaluate employees as required by state personnel policy dictates.
- Conducts annual self-evaluations with Community Liaisons.

DESIRED ATTRIBUTES

- Dedication and commitment to the mission and vision of the Network.
- Leader with a track record of applying daily duty, respect, and integrity.
- Independent and self-motivated professional.
- Foster interpersonal relationships, careful partnership building and follow-through.
- Ability to facilitate productive group deliberations concluding in supported decisions
- Excellent oral and written communication skills.
- Strong facilitation and leadership skills.
- Public speaking and professional presentation skills.
- Team player with the ability to collect many different types of input and move forward in positive, productive ways.
- Ability to simultaneously manage multiple projects with varying levels of complexity.
- Ability to make sound decisions when considering a multitude of complexities.
- Close attention to detail, organization, and time management.
- Willingness to work some evenings, weekends and holidays and travel at least one week per month.
- Organized, capable of prioritizing, and creative problem solver.

NECESSARY EXPERIENCE

- Program management and oversight.
- Strategic planning, policy and procedure development.
- Supervisory experience.
- Volunteer development and coordination.
- Grant or financial management and reporting.
- Proven coalition building around community issues.
- Understanding of community wildfire issues and wildfire adaptation principles.
- Strong proficiency in Microsoft Excel, Word, Publisher, Access & PowerPoint.
- Map-based tracking, analysis, and planning.

REQUIRED QUALIFICATIONS

All qualifications are set by the State of Nevada, Department of Administration, Division of Human Resource Management per the established Class Specification for the Conservation Staff Specialist II position (<http://hr.nv.gov/uploadedfiles/hrnvgov/content/resources/classspecs/01/01-810spc.pdf>).

Bachelor's degree from an accredited college or university in biology, ecology, natural resource management, forestry, parks management, fire management or related field and three years of journey level professional experience in a relevant resource management field that included assisting in developing, formulating, and coordinating programs, policies and procedures; coordinating special grant programs and/or contracts; and coordinating training programs; OR an equivalent combination of education and experience.

COMPENSATION

The Executive Coordinator's salary and benefits are established by the State of Nevada. The funding sources for the salary are currently grant funding with more than two years available. State funding will be pursued. The position will be established at a grade 36, and steps 1 through 10. The agency may apply for a step acceleration at the time of hiring, depending on the qualifications of the candidate. This position is a benefited employment opportunity. Benefits include health insurance, retirement, mileage, cell phone stipend, paid time off and paid holidays.

The position is expected to work 40hrs/ week from our Carson City-based office location and other field locations requiring assistance. Policies and procedures are established in the following:

- Nevada State Employee Handbook
- Nevada Division of Forestry - Division Administrative Manual
- State Administrative Manual
- Nevada Cohesive Strategy Action Plan

Employee will be eligible for full benefits immediately upon hire, though annual leave cannot be taken within the first six months of employment, sick time can be used as accrued and a 1-year probationary period is mandatory. The position will report to, and be supervised by, the State and Volunteer Fire Assistance Coordinator at Nevada Division of Forestry.

ENVIRONMENTAL AND PHYSICAL FACTORS:

Work is performed in an office, vehicle and /or outdoor setting in all possible weather conditions. While performing the duties of this job the employee is required to stand, sit, walk, talk, or hear for extended periods of time.

ADDITIONAL INFORMATION

Successful applicants must have a valid Nevada driver's license.

Equal Employment Opportunity. There shall be no unlawful discrimination or harassment against employees or applications for employment because of race or color, religion or creed, sex or gender, sexual orientation, national origin or ancestry, age, physical or mental disability, military status, genetic information or other protected status.