



FireWise of Southwest Colorado Administrative Coordinator

General Information

Position Title: Administrative Coordinator

Position Status: Part-time Contractor

Location: Durango, CO

Reports to: Executive Director

FireWise of Southwest Colorado (www.southwestcoloradofires.org) is a regional wildfire organization that promotes wildfire preparedness, prevention and mitigation activities across Archuleta, La Plata, Montezuma, Dolores and San Juan counties in Colorado using a unique Neighborhood Ambassador Program. As a collaborative focal point for wildfire-related information, FireWise of Southwest Colorado:

- **EDUCATES** homeowners about wildfire risk and promotes activities that help communities and homeowners increase fire preparedness
- **PROMOTES** wildfire risk reduction through community preparedness and planning
- **PROVIDES** funding to assist landowners with hazardous fuels reduction and defensible space projects
- **SUPPORTS** cooperator efforts to collaboratively achieve common wildfire-related objectives

FireWise works collaboratively with a diverse range of partners including, but not limited to the U.S. Forest Service, Bureau of Land Management, National Park Service, Southern Ute and Ute Mountain Ute Tribes, Colorado State Forest Service, Colorado Division of Fire Prevention and Control, Colorado Division of Homeland Security and Emergency Management, County Emergency Managers, fire protection districts and fire departments as well as community leaders who have a vested interest in wildfire preparedness, prevention and education. FireWise enjoys a working partnership with the San Juan Mountains Association (SJMA), which is a 501(c)(3) organization that serves as the fiscal agent for FireWise.

Position Description

The Administrative Coordinator assists the Executive Director, Assistant Director and County Coordinators in their day-to-day tasks including, but not limited to: meeting and event logistics, file maintenance, grant reimbursements, monthly E-News, Facebook and other duties.

Specific duties will include:

Coordinate office administrative and clerical functions to assure efficient and effective service delivery to customers, contractors, and coworkers in a quality manner including:

- Organize and maintain files in Google Drive
- Maintain roster of Neighborhood Ambassadors (contact info, year started, etc.)
- Maintain roster of Firewise Communities USA
- Administer Friends of FireWise (donation) program
- Take calls and route information or requests to appropriate coworkers.
- Track progress of site-visit sign-ups to make sure all requests are being followed up on.

Brochure management: Orders and maintains brochures; keeps brochures supplied in public locations; compiles brochures for Ambassadors

Meeting logistics: Help develop agendas, arrange locations and speakers, maintain sign-in sheets, take notes, compile meeting materials, arrange for food, and attend Fire Council, Steering Committee and other meetings as requested

Travel logistics: Make business travel arrangements for Executive Director and contract staff

Constant Contact or Mail Chimp: Assist with monthly E-News, invites to events, etc.

Chipper Rebate Program: Develop flyer, post rebate forms in rental stores, process and track rebates

Grants: Help with processing grant reimbursements and tracking; compile before and after photos for reimbursements

Essential Attributes

- Ability to work independently
- Pays close attention to detail and organization
- Excellent communication skills, both oral and written
- Team player with the ability to collect many different types of input and move forward in positive, productive ways
- Demonstrates initiative
- Attention to personal relationships and follow-through

Minimum Qualifications

- Proficiency in Microsoft Office suite of products and Google Drive
- Experience in layout of documents, brochures, photos, and presentations
- Familiarity with marketing software like Constant Contact or Mail Chimp

Desired Skills and Knowledge

- Some grant writing, reporting, and/or grant management experience
- Understanding of wildfire issues and wildfire adaptation principles

Compensation/hours:

This is a contract position paid on an hourly basis. **Hours:** 15-25 hrs/week. Starting pay range is \$15.00 - \$18.00/hour depending on qualifications and experience.

The Coordinator will be expected to work from the Durango office; however, there will be flexibility to work occasionally from a home office. This position will be under contract to the San Juan Mountains Association (SJMA), our 501c3 fiscal agent; however, the position will report to the Executive Director for FireWise of Southwest Colorado.

Additional Information

- The job will entail some some evening and weekend work
- The FireWise of Southwest Colorado office is located in The Commons, Durango.
- Successful applicants must have a valid Colorado driver's license, or ability to acquire one upon employment. A personal vehicle will be needed for business with mileage reimbursed per the travel policy.
- If you have questions regarding the job that are not addressed in the job description, you may send them to: jobs@southwestcoloradofires.org.

How to Apply

Interested individuals should submit the following:

- 1) Letter of Application. No more than two pages. Include statements describing the skills and background you have which meet the specific knowledge, skills and abilities sought to meet the duties of this position.
- 2) Resume. Should be no more than three pages and include at least three professional references.

Application Deadline

Application deadline is 5 pm, Aug. 14, 2017, Mountain Daylight Time. Please send application materials electronically to: jobs@southwestcoloradofires.org. An interview will be required for high-ranking applicants and interview dates will be scheduled on an individual basis after August 16.

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.