



Lake Wenatchee Fire & Rescue
21696 Lake Wenatchee Hwy
Leavenworth, WA 98826
Phone 509.763.3034 Fax 509.763.8800

Wildfire Risk Reduction Coordinator

Wages: \$22-\$24 hourly DOE

Job type: Full time - Temporary

Location: Plain/Lake Wenatchee

Closing: Open until filled. First round of applications will be reviewed Dec. 14, 2022.

Position subject to 90-day probationary period

About the Lake Wenatchee Fire and Rescue's Wildfire Risk Reduction Program

Lake Wenatchee Fire and Rescue (LWFR) has a two-year grant through Federal Emergency Management Agency Fire Prevention and Safety (FP&S) grant program to continue our Wildfire Risk Reduction Program to reduce the risk of wildfire to our local community and region. The program includes a public education and awareness program to promote understanding and mitigation of fire-related risks in the wildland urban interface and fuels reduction through a community woodchipper program.

Job description

This position serves as the Wildfire Risk Reduction Coordinator and is responsible for implementing and evaluating LWFR's Wildfire Risk Reduction Program. As Wildfire Risk Reduction Coordinator, this position will lead the development of the program for the two-year grant period and create a long-range plan for the program for use in securing future funding. This position is responsible for representing LWFR in a variety of forums and supporting local, regional, and national efforts with partners from Lake Wenatchee Fire Adapted Communities, National Cohesive Wildland Fire Management Strategy, Firewise USA, and other organizations promoting wildfire risk reduction.

Essential job functions

- Create and implement a highly effective and successful public education program.
- Develop and conduct outreach programs, including public events, presentations, and awareness building materials for social media and print to engage local homeowners and partnering agencies to increase resiliency to wildfire in the community.
- Manage, evaluate, and report data collected during public outreach efforts (e.g. track numbers of participants at public outreach events, number of mailings sent to residents, the activity on social media during promotion of events/information related to wildfire risk reduction awareness) and during Wood Chipper Program (e.g. amount of fuel chipped, number of home assessments, survey of participants). Utilize National Interagency Fire Center Home Assessment / GIS Survey 123 for data collection.
- Produce GIS Maps and outreach materials to support the program and wildfire response in the community.
- Collaborate with LWFR woodchipper crew to provide curbside woodchipper service and proactively promote defensible space, hazardous fuels reduction and wildfire preparedness.
- Survey program participants to assess awareness of wildfire risk reduction and program effectiveness.
- Complete required grant deliverables within timeframe outlined by LWFR staff.

Position expectations

- Ability to work independently with minimal supervision.
- Ability to manage program timeline, workplans, and documentation required for regular grant program reporting to FEMA.
- Fieldwork includes attendance at meetings with local residents and agency partners, on-site Home Ignition Zone evaluations and curbside structural triage surveys.
- Flexible work schedule may include weekends and some holidays, attendance at community meetings, farmers markets, and fire department events.
- Demonstrate a professional appearance and representation of Lake Wenatchee Fire & Rescue.
- Completion within 90-days of position start of Emergency Vehicle Incident Prevention (EVIP) Certification and Incident Management Training NIMS ICS 100, 200, 700 & 800.

Required qualifications

- Experience in community outreach and program development.
- General understanding of wildfire mitigation and fuels mitigation.
- Ability to establish and maintain effective relationships with diverse populations, including property owners, tourists, and representatives from public agencies.
- Excellent oral and written communication skills.
- Proficiency in Microsoft Office Suite Software.
- A valid Washington State Driver's License
- Pass pre-employment physical
- Pass federal background check
- At least 18 years of age
- Ability to lift a minimum of 40 pounds without assistance.
- Compliance with Washington State Patrol Vaccination requirements.

Preferred qualifications

- Experience in wildland firefighting or emergency preparedness.
- Experience creating and managing a website.
- Experience creating short promotional videos and live social media posts.
- Experience with Geographic Information System Mapping (Esri, ArcGIS).

How to apply

Interested applicants should submit a letter of interest and resume to kwiley@lwfr.org or hand deliver to 21696 Lake Wenatchee Highway, Leavenworth WA 98826.

If selected for an interview, the candidate may be asked to provide a writing assignment (1-page limit).

Contact us

For inquiries about this posting, you may contact Kim Wiley at kwiley@lwfr.org.