



California Fire Safe Council

COMMUNICATIONS ASSISTANT

SALARY RANGE: \$44,168 - \$50,782

About California Fire Safe Council:

The CFSC is a non-profit organization with a statewide mission to prevent catastrophic wildfire impacts to California citizens and communities. The CFSC employs approximately 12-20 people from around the state in a hybrid telework program and has a tightly knit team that is dedicated to the mission. We have a range of federal, state, and private grant programs as well as a Grants Clearinghouse that supports moving large grants to grassroots groups at the local level in support of wildfire prevention and mitigation. We are seeking candidates who are self-starters, enjoy working with either detailed plans or big picture projects or both, and who are passionate about making a difference in wildfire resiliency for California.

Purpose of Position:

The Communications and Outreach Assistant will, on a statewide basis, provide support to the Communications and Outreach department in the promotion of community wildfire preparedness to people living in our wildland-urban interface areas. The Communications and Outreach Assistant will work closely under the supervision of the Communications Coordinator, reporting to the Programs and Outreach Manager. The establishment of this position underscores the California Fire Safe Council's (CFSC) commitment to the advancement of a strong network of local, regional, state, and national organizations to help the residents of California acquire education, resources, and the tools needed to be better prepared for wildfire.

The Communications and Outreach Assistant works primarily in an online computer environment utilizing grant management software, database programs, and Microsoft Office Suite programs. The Communications and Outreach Assistant participates in the organization's Telecommuting program which may require up to 5 days per month in the shared office in Sacramento (travel reimbursement is provided). Daily communication with supervisors, co-workers, grantees and applicants, funding agencies, and others is done using a variety of software platforms and direct phone. Travel for training, meetings, and site visits anywhere in the state will be required. The CFSC is currently operating under full COVID-19 stay-at-home practices until further notice with no shared office or travel requirements.

Duties:

- Assist in website maintenance & updates
- Coordinate and post to social media using social media calendars
- Assist with communications with local FSCs & other community wildfire practitioners
- Assist in development of public education materials, handbooks, presentations & displays
- Contribute to newsletters, media/new media outreach and website content

- Organize, attend & assist Comms. Department at community, business, and neighborhood meetings
- Assist in creating & utilizing media opportunities
- Assist in the response to public & community comments
- Contribute to brainstorming ideas, attend events, and monitor media coverage

Qualifications:

- Candidates should have 2 to 5 years of experience in community relations, public affairs, social media or related fields
- Strong working knowledge of Office 365
- Strong working knowledge of Adobe Creative Suite (Photoshop, Spark, Illustrator)
- Strong working knowledge of Mail Chimp, Cision, and PR Newswire
- Must know Word Press
- Knowledge of Canva or similar platform
- Ability to create engaging displays, public education materials & presentations
- Building and fostering strong partnerships and interpersonal relationships
- Excellence using software, educational, and social media collaborative tools
- Understanding basic issues & talking points regarding community wildfire preparedness
- Daily assistance of meetings, correspondence and note-taking
- Excellent facilitation skills
- Valid driver's license

Additional desirable qualifications include:

- Graphic design
- Video or photo production
- Successful outreach in vulnerable and/or non-English speaking communities
- Willingness to work occasional evenings, weekends, and state-wide travel
- Passionate about community organization
- Must be adaptable, forward thinking, independent, and have a strong work ethic
- Interests should include working collaboratively as well as a commitment to DEI in communications, outreach, and education

California Fire Safe Council complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities unless such accommodation would cause an undue hardship. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact careers@cafiresafecouncil.org.

To Apply: Please submit a resume and cover letter to careers@cafiresafecouncil.org. For more information: <https://cafiresafecouncil.org/about-us/careers/>.