



# NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

20975 Geyserville Avenue • PO Box 217 • Geyserville • California • 95441 • (707) 857-4373 • [northernsonomacountyfire.org](http://northernsonomacountyfire.org)

## Community Outreach Specialist

Starting Pay \$28.91 per hour (\$60,132.80 annual); Final Filing Date: August 31, 2022

**Position Description:** The Community Outreach Specialist is a full-time, temporary position lasting two (2) years with a flexible schedule. The position reports to the Northern Sonoma County Fire Protection District, the Geyserville Volunteer Firefighter's Association (GVFA), and COPE Northern Sonoma County. Fifty (50) percent of Employee's time shall be spent performing tasks for COPE Northern Sonoma County. The remaining fifty (50) percent of hours shall be spent on tasks for the Northern Sonoma County Fire Protection District and Geyserville Volunteer Firefighters' Association. This position may work virtually from home with occasional travel to attend meetings, events and fundraising activities. This position is not expected to respond to emergencies.

### Duties and Responsibilities:

- Manage and coordinate communications activities
- Guide public information distribution such as email blasts, social media, and press releases
- Help develop, update, and maintain agency websites
- Help develop and support outreach and education tools and materials in English and Spanish
- Coordinate development and distribution of agency newsletters
- Increase resident involvement, attend local meetings, host information sessions, and help build community leadership and relationships
- Assist with special events organization
- Attend trainings for professional education
- Support the grant writing process
- Support grant and special project management by coordinating and submitting reports, invoicing, and responding to funder requests
- Support fundraising efforts by cultivating and sustaining relationships with funders
- Maintain donor database and assist with collections and correspondence with donors
- Additional duties and activities may be assigned as necessary

As the Executive Director of [COPE Northern Sonoma County](#), this position shall have the following specific duties and responsibilities:

- Serve as the Executive Director of COPE Northern Sonoma County
- Plan, coordinate and help facilitate community, homeowner association, and other related meeting opportunities to deliver presentation and educational materials, promote COPE programs
- Manage COPE community leaders including recruitment, orientation, recognition, and supporting Community Leaders in recruiting Neighborhood Leaders and engaging residents into the COPE program
- Create and assemble COPE Leader toolkits and keep information current

- Plan and carry out educational programs to support neighborhood preparedness efforts
- Lead and facilitate COPE Leadership meetings, including preparing the agenda, coordinating speakers, and providing outreach around the meetings
- Coordinate and facilitate meetings with local nonprofit partners
- Coordinate with Northern Sonoma County Community Emergency Response Team (CERT) on joint projects, resource sharing and community efforts
- Serve on community preparedness committees and attend meetings with collaborating organizations
- Follow and update the COPE strategic plan in consultation with board
- Participate in COPE board meetings, retreat planning and agenda preparation
- Assist COPE board committees in meeting their objectives, particularly the fundraising committee

This position shall have the following specific duties and responsibilities to support the Geyserville Volunteer Firefighters' Association:

- Attend community meetings on behalf of GVFA as needed
- Assist bookkeeper by collecting payments, making payments, tracking donations, paying invoices, and tracking receipts for bookkeeper
- Attend monthly meetings as directed

Minimum Qualifications: Must be at least 18 years old at the time of employment; Bachelor's degree (communications, education, or marketing preferred); previous outreach and education experience; project management experience; experience working with diverse communities and stakeholders, including public and private sectors and/or community-based organizations; experience managing grants and organizational budgets; leadership and community outreach skills; strong written and verbal communications skills; proficiency in Microsoft Office, Excel, Adobe Acrobat and social media platforms; experience with grant and financial management and reporting; experience working with a diversity of cultures and ethnicities.

Highly Desirable Qualifications: Nonprofit administration experience; bi-lingual in Spanish.

Selection Process: The selection process will include one or more of the following components: application review, oral interview, and background investigation.

Application Process: Applications are available online at <https://www.northernsonomacountyfire.org/join>. Applications accepted only via mail, email, or hand delivery. Mail an original signed application to the Northern Sonoma County Fire Protection District, Post Office Box 217, Geyserville, CA 95441 or hand deliver to 20975 Geyserville Avenue, Geyserville, CA 95441, or email to [aturbeville@nosocofire.com](mailto:aturbeville@nosocofire.com). Late, incomplete, emailed or faxed applications shall not be considered. Failure to comply with the process and appropriate requirements shall result in rejection of your application. All notifications and communications from the District shall be done via email from the Administrative Manager Anneke Turbeville.

Physical Requirements: This position requires frequent standing, walking, and sitting; use of hands and fingers to handle, feel and reach; ability to talk and hear; ability to attend meetings, sit and operate a telephone and computer up to eight (8) hours per day. The Community Outreach Specialist must occasionally lift and/or move up to twenty (20) pounds.

Compensation and Benefits:

- \$28.91/hour (\$60,132.80 annual)
- Paid vacation, holiday and sick leave
- Medical, dental and vision insurance up to a set cap; employee pays costs above cap
- Participation in the District's 457 Retirement Plan; pre-tax employee contribution up to the IRS annual maximum and employer contribution of 7.5%

Disclaimers: The Northern Sonoma County Fire Protection District provides equal opportunity to all persons without regard to race, color, religion, sex, pregnancy, marital status, sexual orientation, age, national origin, disability or medical condition as defined in state and federal laws. This policy covers all facets of employment including, but not limited to, recruitment, training, promotion, compensation, discipline and termination. The District makes reasonable accommodations for disabled persons, considering each situation on an individual basis. Please make all direct requests for accommodation to the Fire Chief. The provisions of this bulletin do not constitute an expressed or implied contract and any provisions contained in this bulletin may be modified or revoked without notice.

For more information about the position contact Anneke Turbeville at [aturbeville@nosocofire.com](mailto:aturbeville@nosocofire.com)