

## NEVADA FIRE SAFE COUNCIL POSITION DESCRIPTION

- Organization:** The Nevada Fire Safe Council is a Section 501(c)(3) non-profit, membership corporation dedicated to reducing the threat of wildfires for vulnerable communities across the state of Nevada and in the Tahoe Basin. A 13-member Board of Directors governs the Council. The Council currently has 83 local community chapters, over 4,000 members, and manages grant assets of nearly \$5 million on behalf of the affiliated chapters.
- Position Title:** Lake Tahoe Basin Fire Safe Chapter Manager
- Location:** Successful candidate will work out of the Council's office in South Lake Tahoe, California.
- Job Narrative:** The Lake Tahoe Region of the Nevada Fire Safe Council is seeking a full time Fire Safe Chapter Manager. The successful candidate for this new position will be creating the job duties to fulfill the administrative needs of the three project coordinators and the nearly 30 Fire Safe Chapters. The successful candidate must be highly motivated and very computer savvy. The Fire Safe Council is rapidly growing and we need someone to take charge of organizing, standardizing and automating our work procedures. The position will likely be evenly split between building volunteer capacity within Chapters and computer administration. Bring an interest in fuels reduction and forestry. This position has great growth potential for a candidate who can come and make this job their own.
- Qualifications:** The position requires at least two years of increasingly responsible management experience; college degree; excellent computer skills; knowledge of correct grammar, spelling, and punctuation; the ability to work effectively and rapidly under pressure. The following qualifications are desired:
- Proficient with all Microsoft Office programs including strong Access skills,
  - Familiar with GIS mapping;
  - Possess strong organization, communication, and time management skills;
  - Experience proof-reading, editing and formatting documents;
  - Ability to carry out responsibilities with very limited direction, assistance or supervision.
  - Strong customer service skills, both in person and over the telephone
  - The desire to work in a team environment

Salary & Benefits: \$35,000 - \$40, 000 DOE. Health, Vision and Dental benefits included. Travel expenses are reimbursed at rates established by the Board. Successful applicant must provide his or her own vehicle. Staff members receive 20 personal leave days annually and Nevada paid holidays.

To Apply: Any qualified person interested in this position should submit their resume and a letter of interest to Candace Lowery, Nevada Fire Safe Council, 215 Pintail Way, Carson City, NV 89704 or [pintail215@charter.net](mailto:pintail215@charter.net) by 5:00 p.m. on December 31, 2007. Call 775-849-0870 for additional questions.

The Nevada Fire Safe Council is an equal opportunity employer.