

Position Description

RISE Collaborative (Slater Fire LTRG) – Project Manager

Job Title & Code	Project Manager – RISE Collaborative (Slater Fire LTRG)
Job Hours & Work Week:	Part-time, 15 hours/week (Telework)
Rate/Salary:	Varies DOE (\$18.00 - \$23.00/Per Hour)
Benefits Offered:	Vacation, Sick and Holiday Pay
Reports To:	RISE Collaborative Steering Committee
Direct Supervisor:	Chief Resilience Officer
Closing Date:	

Position Summary

The Project Manager is responsible for *assisting* the Chief Resilience Officer (CRO) with the management & deployment of PrepCA Grant focused on supporting the Slater Fire Long Term Recovery Group (LTRG), the Recovery of Happy Camp, and progress toward Happy Camp becoming a Community Emergency Response Team (CERT) and FireWise Community. Assures daily business operations are conducted in accordance with company policies and procedures and state regulatory standards. Additional responsibilities of the Project Manager include communicating with the Executive Director, Happy Camp Community Center staff and the Chief Resilience Officer (CRO), making decisions, and monitoring the process to ensure project timelines are on schedule.

Essential Duties and Responsibilities

- Supports the CRO and coordinates with RISE Collaborative Steering Committee in performing all day-to-day activities critical to achieving the mission statement of the RISE Collaborative and LTRG and scope of work for the PrepCA grant;
- Supports the CRO to coordinate the completion of Quarterly Reports and invoicing for JumpStart grant, detailing key milestones and ensuring timely submission of reports.
- Supports the CRO in creating a comprehensive marketing, communication, and social media strategy to disseminate public information in order to increase visibility and resilience support;
 - identify and implement the creative use of evolving social media platforms such as Facebook and Twitter to increase citizen engagement and dialogue;
 - manage all social media, webpage; Develop systems to distribute information to community residents;
- With support and guidance from the CRO, develops, coordinates and implements Community Education and Outreach activities for the PrepCA Jumpstart grant. Activities include but not limited to, social media and events (tabled outreach events, community work projects, educational workshops, etc)

focused on hazard mitigation, emergency preparedness, wildfire preparedness/mitigation, home hardening, hazard fuels reduction initiatives, etc;

- Build and maintain collaborative relationships with RISE constituencies and partners such as homeowners, residents of neighborhoods, and representatives of community and non-profit organizations;
 - Work in partnership with existing stakeholders, partners, and other local collaborators;
 - Identify individuals who have the potential to serve as community leaders; provide opportunities for leadership development and for the exercise of leadership;
- Supports the CRO in Project scoping activities; Sources grants and supports grant writing efforts of the CRO to secure FEMA Hazard Mitigation Assistance Programs and other state and federally funded programs to build resiliency in Happy Camp.
 - Schedules, coordinates, and attends collaborative meetings with stakeholders in support of identified projects.
 - Supports the CRO to identify, research, and manage funding sources (Federal, state, foundation, private) to ensure the program's goals, objectives and budgets are met.
 - Interfaces with Chief Resilience Officer (CRO), Executive Director (ED), Case Manager (CM), local governments (Karuk Tribe), county/state personnel (CalOES, Siskiyou County OES, State Coordinators, etc.), Happy Camp Community Center Staff, and Steering Committee members as needed;
 - Submits activity reports every pay period to the CRO detailing key milestones for the Jumpstart Grant;
 - Attends RISE Collaborative Steering (zoom/in person) meetings, takes notes. Creates/emails agenda, notes, and reminders for meetings.
 - Attends RISE Working Groups (SF LTRG Housing/Construction, Natural Resources/Fuels Mitigation, Emergency Preparedness, Community Engagement, Funding/Finance, and others) and takes notes for tracking priorities and reporting updates to CRO/Steering Committee. Creates/emails agendas, notes, and reminders for meetings.
 - Must be a motivated self-starter who maintains a friendly, courteous, and compassionate demeanor at all times;
 - Must have capacity to communicate professionally via email, phone and in person;
 - Responsible for exercising tact and professionalism when problem-solving and resolving conflicts; Maintains a willingness to take corrective actions to fix mistakes.
 - All other job duties in support of the CRO position and as assigned.

Qualifications

Education

- Preferred: Bachelor's Degree preferred; Priority given to candidates with experience or emphasis in Business, Operations, Project Management
- Minimum: High School diploma or General Education Development (GED) required;

Skills & Experience

- Minimum of three years of project management (preferred), operations, customer service experience. (Combination of experience acceptable). Experience with construction management and/or fuels reduction is preferred; Priority given to candidates with management experience in permitting, public/private sector knowledge, and operations.
- Excellent computer and technical skills, including experience with zoom, box, Google, microsoft word/excel, wordpress, canva, web browsers, Smartsheet, quickbooks, etc;
- Demonstrated ability to establish and maintain effective working relationships with a wide range of stake-holders and constituencies;
- Must have effective expert level communication skills, including strong writing skills, in order to communicate persuasively with diverse audiences ranging from policymakers and corporate managers to grass roots community residents;
- Must be able to compose agendas, newsletter articles, flyers and press releases. This requirement assumes proficiency in the use of appropriate computer software;
- Proficiency in the use of social media;
- Creativity, sound judgment and the ability to work with minimal direction. Possess the ability to work under deadline pressure;
- Ability to be a self-starter and take initiative on researching solutions, process, new policies, state grant requirements, guidelines, etc.
- High-level critical thinking, attention to detail, time-management, organizational, communication and reasoning skills.

Other Requirements

- Must be able to work in a team collaborative environment with moderate noise level;
- Full Telework position, preference for applicants that live in the Happy Camp area. Remote/Telecommuting is an option with travel to Happy Camp, CA regularly as needed
- Must be able to work a flexible schedule to ensure all tasks are completed per week; May be requested to work additional time, as business demands require; have reliable transportation

Schedule: Monday to Friday, some after-hours work required for special events

***Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.**

The above is intended to describe the general content and requirements for the performance for this position. It is not to be constructed as an exhaustive statement of duties, responsibilities or requirements. I have read the job description and understand the functions and objectives of the position.

Employee name: _____

Employee Signature: _____ Date: _____