

Sherwood Firewise Communities

75 N Main St, #234, Willits, CA 95490

707-459-1256 / info@sherwoodfirewise.org



NOW HIRING for June – November 2020

Program Coordinator, Sherwood Firewise Communities (SFC)

Rate of Pay: \$ 30.00 per hour (Depending on Qualifications)

Hours: 20 hours per week, 6 month duration – No Benefits available

To Apply: Please complete and return the SFC employment application right away for June start. Applications are available on the SFC website at www.sherwoodfirewise.org or by emailing info@sherwoodfirewise.org.

Application Closing Date: June 5 or until filled

Submitting an Application:

Applications accepted via mail or email. By mail: Sherwood Firewise, 75 N. Main St., #234, Willits, CA 95490 and by Email: info@sherwoodfirewise.org. SFC is under no obligation to hire from this solicitation. SFC is an Equal Opportunity Employer.

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 Keith Rutledge by phone at 707-456-9571 or email at keithr@sherwoodfirewise.org.

See our Website for full job description details & to download the application form

www.sherwoodfirewise.org

**Sherwood Firewise Communities
75 N Main St, #234, Willits, CA 95490**

POSITION DESCRIPTION

POSITION TITLE: PROGRAM COORDINATOR FOR SFC 2020 PROGRAMS

REPORTS TO: PROGRAM DIRECTOR

SUPERVISORY RESPONSIBILITY: NO

FLSA/IWC STATUS: NON-EXEMPT

WC CODE: 8810 – CLERICAL OFFICE EMPLOYEES

I. GENERAL DUTIES AND RESPONSIBILITIES

Under the general direction of the SFC Program Director, coordinates assigned activities and daily operations of the SFC programs and projects.

II. SPECIFIC DUTIES AND RESPONSIBILITIES

1. Assists with fulfilling annual program goals and objectives designed to meet project needs.
2. Prepares monthly project reports using computerized systems for tracking and reporting
3. Attends weekly Steering Group and Working Team meetings and maintains minutes record. (Depending on circumstances and state/county health laws, some meetings may be attended "online.")
4. Provides outreach for the SFC 2020 programs by designing flyers, advertisements and handouts and drafting articles for publishing in print and social media outlets; facilitate distribution as needed.
5. Coordinates the SFC Volunteer Network throughout all project areas, attending related volunteer meetings and documenting events.
6. Provides support for volunteers, which includes coordinating schedules and work plans.
7. Monitors project progress. Ongoing review and, when necessary, consultation with Program Director to ensure compliance with program scope and schedules
8. Establishes new and maintains existing volunteer opportunities including recruiting volunteers
9. Performs general office duties and responsibilities in a timely, accurate and professional manner including, but not limited to clerical, tracking and reporting, and data-base management tasks using requisite methods and computer programs.
10. Aligns work behaviors in conformance with SFC's Mission, Vision and Values.
11. Performs other duties as assigned or required.
12. Work habits:
 - Arrives at work on time as scheduled and obtains approval from supervisor for planned absences or any changes in work schedule.
 - Treats SFC volunteers, co-workers, and clients with respect.
 - Maintains a high level of confidentiality in all aspects of work and in alignment with program and SFC Policies and Procedures.
 - Represents SFC and its programs to the community in a positive light.
 - Is able to stay focused on the job while working independently and unsupervised.
 - Takes pride in creating a positive, efficient work environment.
 - Is able to effectively adapt to change and modifications that may become necessary to fulfill program requirements and SFC goals.
 - Dresses appropriately for the assigned job duties and responsibilities. Who decides what is appropriate?

III. JOB QUALIFICATIONS

1. A minimum of two years of related work experience is required; an associate degree from an accredited school or an equivalent combination of college education and related experience is preferred.
2. Excellent written and verbal communication skills in English are required; bilingual ability preferred.
3. Ability to work with and provide service to fragile and/or vulnerable clients including senior citizens from a variety of economic, social and cultural backgrounds in an appropriate, sensitive manner.
4. Computer and Internet skills are required as appropriate for the level of tasks, duties and responsibilities of the position.
5. Exceptional organizational skills and a demonstrated ability to efficiently and effectively manage and prioritize multiple tasks and deadlines.
6. Proficient in use of common software programs for word processing, publishing, websites, Google Drive and database management.
7. Is able to work cooperatively and professionally with coworkers, SFC volunteers, clients and community members; is mature and able to interact with others in a courteous, tactful manner.
8. Reliable, dependable, completes assigned work promptly, accurately and diligently, arrives on time as scheduled, able to perform the duties as assigned in a timely manner.
9. For work-related driving, employee must have: reliable transportation, a current, valid state-issued driver's license, a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV print out: and, proof of personal automobile insurance; or for vehicle other than employee's, proof of automobile insurance.
10. Offer of employment is contingent upon successful completion of a Criminal Record Clearance that includes at a minimum the FBI, CA Department of Justice and the National Sex Offender Public Registry; candidate results must meet mandated standards.
11. The ability to work remotely from a Covid-19 safe location, other than the SFC office, with reliable internet and phone services is a required part of this position.

WORK ENVIRONMENT / PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, and communicate clearly.
2. The employee frequently is required to use hands to finger, handle or feel objects, use tools or controls, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is regularly required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit.
4. The employee must regularly lift and/or move up to 25 pounds unassisted, and occasionally move and lift heavier materials with assistance, using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance or on narrow, winding roads – possession of a valid California Driver's License.
7. Interaction and contact with outside agencies, vendors, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee will frequently use computers and computer printers, internet applications, telephones and other similar electronic office equipment.

Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.