



## POSITION AVAILABLE

### JOB ANNOUNCEMENT

The Island Park Sustainable Fire Community is looking for a part-time **Executive Director/Project Coordinator** to implement our mission of making Island Park resilient in the face of wildfire, insect and forest disease through awareness, outreach, and action.

**JOB TITLE:** Executive Director/Project Coordinator

**HOURS:** Position is part-time; anticipated work schedule is 20-30 hours per week, year-round, subject to change based on need and availability of funding.

**SALARY:** Commensurate experience (pay range is \$21-\$25/hr.)

**BENEFITS:** None

**LOCATION:** Negotiable; Island Park preferred, will consider surrounding communities. The employee will work from home when not in the field.

**MILEAGE:** Mileage will be paid from the home location or from the boundaries of Fremont County if the incumbent lives outside Fremont County.

**Closing Date:** Open until Filled.

### A little about us

The Island Park Sustainable Fire Community is a collaborative working group consisting of concerned citizens as well as representatives from:

- Private businesses
- Non-profit organizations
- Local, State, and Federal government agencies

The IPSFC is working hard to help make Island Park a fire-adapted community.

The Island Park Sustainable Fire Community project is a long-term commitment to develop a strong social and ecological community that is resilient to natural disturbances such as wildfire, insect, and disease outbreaks.

Find out more about us at; <https://islandparkfirecommunity.com/>

**RESPONSIBILITIES:** This position serves as the chief contact for IPSFC and requires coordination, facilitation, management, and implementation for IPSFC projects.

- Ensuring that project goals and grant deliverables are met within the time constraints dictated by the funding agency.
- Developing and tracking annual budgets and plans of work.
- Managing project funds, tracking all monies associated with a project and grant.

- Coordinating and facilitating monthly collaborative meetings, working committees, the participation and work of project partners, Board of Directors and homeowners.
- Coordinating all project work.
- Writing grants, compiling data, and completing reports for granting entities, project steering committees, and the Board of Directors.
- Finding other funding sources for the project.
- Community Outreach.
- Supervising 2-5 part-time Employees.
- Maintaining all aspects of a Non-Profit organization including duties as directed by Board of Directors.
- Writing and implementing fuels reduction contracts such as slash disposal or thinning projects on private lands.
- Supporting volunteers in all aspects of our programs.
- Negotiating agreements or MOUs for awarded grants.

**QUALIFICATIONS:**

- Experience in project coordination and facilitation skills.
- Ability to communicate, both verbally and in writing, strong public presentation skills.
- Experience managing a complex budget.
- Success at budget management including grant writing, grant management.
- Computer literate; including data bases, social media, and remote meeting platforms.
- Supervision and mentoring of employes.

**Qualified applicants please submit cover letter and resume to: [ipsustainablefire@gmail.com](mailto:ipsustainablefire@gmail.com) or by mail to IPSFC Board of Directors, PO 493, Island Park, ID 83429. For additional information contact Liz Davy, at the email provided.**