



Alpine Fire Safe Council Position Opening

The Alpine Fire Safe Council is seeking a Grants Coordinator/Project Manager. This is a part-time position which will likely require 10-30 hours per week. Compensation for the successfully hired applicant will be negotiable dependent on experience and acumen to the totality of the position requirements.

The successful applicant shall be able to demonstrate experience in coordinating/managing fuels reduction projects, have a working knowledge of the Calif. Environmental Quality Act, and familiarity with Eastern Alpine County and it's Wildland Urban Interface communities. Additionally, the successful applicant will be capable of effective interaction with fuels contractors to achieve the greatest reduction project at the least cost.

This is a self-motivated, proactive leadership position that reports to a Board of Directors. There will be interaction with Alpine County Staff, Supervisors, County residents and fire professionals in and out of the area.

Responsibilities of the position include:

- Researching for pertinent grants and overseeing the writing, managing and implementation of projects to conclusion, including record-keeping and complying with all requirements of the granting entity.
- Working closely with our administrative employee/treasurer in regards to the budget and finances, creating the meeting agenda, attending regular board meetings and consulting with and updating board members.
- Attending meetings of other organizations and fostering relationships pertinent to Alpine Fire Safe Council business.

Important Information:

- Successful applicant will be expected to assume the position June 1, 2025.
- This is a contracted position, and will receive a 1099 misc. for the tax year
- No benefits are included with the position. Liability Insurance is covered by AFSC
- Use of a personal vehicle is required with compensation for mileage at the IRS rate
- Work will be done from home and in the field as necessary.
- Use of a personal computer is necessary as well as familiarity with common word processing and spreadsheet programs.
- Hours are flexible and variable dependent on the requirements of the Alpine Fire Safe Council functions.

Interested Applicants should review the complete Occupational Description outline on the Alpine Firesafe Council Website:

alpinefiresafecouncil.org

Interested applicants should submit a comprehensive application to fill this position, pertinent to the Occupational Description, mail [USPS] to P.O. box 67 Markleeville, Ca. 96120 Attn: Alpine Fire Safe Council. **Emailed applications will be discarded. Applications must be received on or before May 1,2025.** Position closing date is May 1,2025.

For questions concerning the position opening, please contact Kris Hartnett 530-694-1879