

Job Description
Butte County Fire Safe Council (BCFSC)
Member Services and Office Assistant

Position Summary:

The Member Services and Office Assistant will work directly with the Executive Director (who is the chief administrative officer of the organization), the Assistant Director, and the Program Managers.

The Member Services and Office Assistant helps to provide education to community members by a variety of communication methods including; by phone, e-mail and mail. Appropriate communication of the organization's projects may include but are not limited to information regarding:

- 1) Fuels Reduction Projects
- 2) Timber and Biomass Removal
- 3) Firewise USA Community Education
- 4) Chipper Program
- 5) Residents Assistance Program
- 6) Wildfire Safe Neighbors' Membership Program

The Member Services and Office Assistant is a "for cause" employee once the six-month probation period has been met. Since the BCFSC is a grant-funded organization, all positions are considered "at-will." Positions that are directly dependent on grant monies are subject to elimination based on lack of/discontinuation of funding.

FLSA: Exempt

Essential Job Functions:

1. Work under the direct supervision of the Executive Director, Assistant Director and/or Program Managers on daily work assignments.
2. Work as a team member in accomplishing Butte County Fire Safe Council's Vision, Mission and Goals.
3. Work directly with:
 - A. BCFSC Staff.
 - B. Fire Safe Council volunteers in their community via recruitment and other means
 - C. Program Contractors and Butte County Sheriff Crews (by scheduling and overseeing work safety).
 - D. Fire Safe Council partners such as CALFIRE, BLM and USFS.
 - E. Community members (providing wildfire safety education presentations as needed).
 - F. Program Manager or Executive Director on Program accomplishments and success stories (reporting daily).
 - G. Wildfire safety education handouts and other materials via community distribution methods.

4. Manage filing system for grants, organization documents and other program related documents in hard copy and electronic formats.
5. Maintain database of member, community and partner information.
6. Responsible for providing prompt and accurate responses and information to the appropriate parties concerning the organization's full range of services; and for generating the appropriate follow-up activity and fulfillment information.
7. Receives and reviews a variety of correspondence/documents/materials from staff, members, contractors and the general public.
8. Scans and sorts incoming mail and interoffice correspondence into priority categories.
9. Maintains office orderliness which includes various duties such as kitchen organization and common space maintenance.
10. May perform incidental clerical duties such as the preparation of form information, spreadsheet creation, and data entry.
11. Other duties as identified.

Required Knowledge, Skills and Abilities:

- Skilled in exercising good judgment in analyzing and solving problems.
- Ability to maintain a high level of confidentiality.
- Ability to meet deadlines and produce accurate work under pressure in a fast-paced environment.
- Proficiency in the use of Microsoft Office applications such as Outlook, Word, Excel.
- Ability to work independently and problem solve with minimal supervision.
- Skilled in critical thinking as well as the ability to plan and execute tactical strategies to implement organizational objectives.
- Skilled in internal and external communication techniques.
- Skilled in interacting with people of different social, economic, and ethnic backgrounds.
- Skilled in following and effectively communicating verbal and written instructions.
- Skilled in establishing and maintaining effective working relations with co-workers.
- Ability to work in a participative team setting by applying strong facilitation skills.
- Skilled in assessing and prioritizing multiple tasks, projects and demands.
- Ability to maintain a professional appearance, as compared to executive level employees in both the public and private sector.

Minimum Qualifications:

- High school diploma or equivalent (GED certificate).
- Experience with Fuels Reduction and Wildfire Safety, Safety Policy Implementation, Community Building and Outreach (related experience will be considered on a case-by-case basis).
- A valid State of California Driver's License is required. Must be able to arrange for personal transportation from one location to another during and as part of carrying out duties and responsibilities of this position. Some overnight travel (with notice) may be required.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily in the office.
- May be exposed to hazardous chemicals, drugs, and infectious and communicable diseases.
- May be required to lift and carry items weighing up to 25 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes: motor vehicle, personal computer, copier, calculator, fax machine, and standard office equipment.

This organization is an equal opportunity provider and employer.

Limitations and Disclaimer

Employees are required to follow job-related policies and procedures, and perform job duties as requested by their supervisor in compliance with Federal and State laws.

Essential job functions, as defined under the American’s with Disabilities Act, may include any of the above tasks, knowledge, skills and other characteristics. The list above is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks. Essential functions are listed at minimum levels of knowledge, skills and/or abilities, which may exclude individuals who pose a significant risk to health and safety of themselves or other employees, Butte County Fire Safe Council will make all possible modifications to reasonably accommodate individuals with disabilities.

Employee

Date

Board Chairman

Date