



TAHOE

RESOURCE CONSERVATION DISTRICT

870 Emerald Bay Road Suite 108, South Lake Tahoe, CA 96150 • 530.543.1501 PH • TahoeRCD.org

Fire Adapted Communities (FAC) Program

Program Assistant / Environmental Technician II

Salary Range: \$18.00 - \$27.92 per hour

Part-time, seasonal position: April 1 - September 30, 2025. Actual season dates are subject to change due to workload demands - This is a full-time (30-40 hours each week, not to exceed 999 hours) seasonal position. Work is expected to be performed Tuesday-Saturday weekly, and the candidate must be available to work on Saturdays. The work schedule may change from week to week to accommodate events in the community.

Background

Tahoe Resource Conservation District (Tahoe RCD) is a non-regulatory special district that promotes the conservation, stewardship, and knowledge of the Lake Tahoe Region's natural resources by providing leadership and innovative environmental services to all stakeholders.

Tahoe RCD is seeking an Environmental Technician to facilitate continued development and promotion of the Fire Adapted Communities Program throughout the Lake Tahoe basin on behalf of Tahoe RCD. The selected candidate will continue to build successful partnerships to achieve the community engagement goals of the Tahoe Network of Fire Adapted Communities. The position is directly responsible to and managed by the Fire Adapted Communities Program Manager. This position is a full-time seasonal "at will" (approx. 30-40 hours/week) position based on available funding.

The Fire Adapted Communities (FAC) Program is a well-coordinated effort to provide outreach, education, engagement, and support to project partners, residents, and visitors within the Lake Tahoe public and private lands. Activities undertaken by the position include, but are not limited to, promotion of the program through community events and social media, neighborhood leader support, and assistance with planning neighborhood events and workshops. Additional duties involve answering phone calls and emails from the public, providing customer service, and interacting with partners of Tahoe RCD.

Primary Duties and Responsibilities

Program Coordination:

- Consistently communicate with members of the public by answering email, phone, and in-person questions related to wildfire preparedness
- Assist with the coordination and delivery of program-specific grant deliverables
- Coordinate resource delivery to partners and community
- Support development and implementation of outreach strategies including content creation for social media, publications, advertisement campaigns, and displays

We Do Conservation

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Program Tasks:

- Attend and provide education and outreach support at community and neighborhood events. Most of these events take place during weekends. This includes, but is not limited to; Earth Day Festival, Fire Fest, boothing at Farmer's Markets, attendance during Community Workday events, and more)
- Assist Program Coordinator with social media management, outreach events, and e-newsletters
- Assist with Basin-wide wildfire preparedness and prevention information distribution, including press releases and media requests (newspaper, radio, television)
- Assist with planning, hosting, and facilitating workshops and neighborhood events to engage communities and promote community action
- Other duties as assigned by Program Coordinator and Program Manager

Required Qualifications:

- Ability to work independently and in a team environment
- High level of competency and knowledge of social media including Facebook and Instagram
- Experience with public outreach and customer service
- Computer skills including knowledge of all Microsoft Office applications, Google suite, and some database management
- Excellent communication skills
- Ability to work on holidays, evenings, and weekends
- Demonstrated ability to follow directions
- Current and valid driver's license, with clean driving record

Desired Qualifications:

- 1 year of experience in the field of conservation, or another related field
- Skill in establishing and maintaining work relationships with public and community leaders
- Skill in oral presentation techniques needed to make presentations to community groups
- Ability to apply learned knowledge rapidly while managing challenging situations
- Knowledge of website applications

Working Conditions

Position will require flexible work hours and include weekend duty. The candidate must be available to work on Saturdays and some evenings. It is anticipated that the selected applicant will work up to 40 hours each week. Work is performed at a desk (50%), in meetings (10%) and in the field at events (40%). Office environment has natural and artificial lighting. Incumbent will be required to use a personal vehicle for work duties when a District vehicle is not available. District will reimburse mileage at the federal rate.

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Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Ability to move 20 to 40 pounds, coordination and vision to operate personal computer and view video display terminal for frequent periods; and the ability to communicate on a telephone, via email, and in person.

Benefits:

Paid sick leave accrued at a rate of 3.08 hours for every 80 regular hours worked. Benefits include State of California sick pay, Worker's Compensation Insurance for California, State Unemployment Insurance, California State Disability Insurance, and Social Security. If you are currently enrolled in the California Public Employees' Retirement System (CalPERS), membership will be continued.

Please note:

Housing is not included with this employment opportunity. The length of employment may be modified due to workload demands. All positions are contingent upon funding. Though use of a District vehicle is preferred, the incumbent will be required to use personal vehicle for work duties when District vehicle is not available. District will reimburse mileage at the federal rate when a personal vehicle is used. Travel time is reimbursed at hourly wage.

To Apply:

Send email with "**FAC Program Assistant – Your Name**" in subject line and attach a cover letter, resume, and three references to: Jason Brand, Fire Adapted Communities Program Manager – jobs@tahoercd.org

Final Filing Date

The position will remain open until it is filled. The first round of applications is due February 19th, 2025. However, applications will be reviewed as they are received. Possible interviews to take place the week of March 3rd, 2025 or earlier.

TAHOE RCD IS AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE TAHOE RCD TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

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