

County Coordinator

INTERESTED PARTIES SHOULD REPLY TO:
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San Benito Fire Safe Council

Employment Detail	Information
Hourly Rate	\$60 - \$70 (Depending On Experience)
Organization	San Benito Fire Safe Council
Opening Date	July 1, 2026
Location	440 San Benito St, Hollister, CA 95023
Contact	sanbenitofiresafe@gmail.com

Position Description

The County of San Benito is a diverse community set in a picturesque Central California location and offers tourists and residents alike the comfort of a moderate, Mediterranean climate, spectacular mountain ranges, low-rolling foothills, and scenic valleys.

Department Summary

The San Benito Fire Safe Council (SBFSC) serves as a coordinating body to identify and mitigate wildfire risks across the county. SBFSC is responsible for partnering with county residents for wildfire risk management through the organization and support of Firewise USA communities, identifying wildfire risk reduction programs with sponsoring agencies and securing grants for the execution of those programs, and partnering with fire agencies across the county.

Join the SBFSC to advance its mission of wildfire risk reduction across San Benito county. We are a high-performing, community-focused organization that values collaboration, critical thinking, and creative problem-solving to build a safer, more wildfire-resilient San Benito County.

Position Summary

The current vacancy is a full-time, 15-month position. The County Coordinator is a grant-funded, limited-term, full-time professional position responsible for advancing countywide wildfire mitigation, preparedness, and resilience initiatives. The position supports coordinated

implementation of adopted plans, including the Community Wildfire Protection Plan (CWPP), and strengthens alignment among fire protection districts, County departments, state and federal agencies, community-based organizations, and the public.

Under direction, the Coordinator serves as the central point of coordination for wildfire prevention, risk reduction, and strategic planning efforts. The role includes development, update, and maintenance of wildfire-related plans and annexes; drafting and recommending policy measures to improve defensible space compliance, land use integration, and vegetation management standards; and ensuring consistency with state and federal guidance, local ordinances, and established fire service practices.

Duties and Deliverables

- Review and become familiar with San Benito County CWPP and Regional Priority Plan (RPP) documents and coordinate with local agencies currently involved in socializing the completed CWPP and RPP.
- Maintain information on the SBFSC website to enable the public to easily locate, access, and review the current draft of the CWPP/RPP.
- Collaborate with San Benito Wildfire Resilience Core Collaborator Group to conduct public educational webinars on the CWPP and RPP.
- Support the communication and execution of San Benito's county-level wildfire mitigation network by developing and executing a plan in partnership with CAL FIRE unit or contracted entity.
- Standardize data collection to track local and statewide wildfire resilience progress by contributing to the California Fire Safe Council (CFSC) GIS Networking Portal. Confirm the availability of spatial or descriptive planning information.
- Accelerate home hardening, defensible space implementation, and public education by attending CAL FIRE-hosted training and providing workshops for Firewise communities.
- Strengthen strategic partnerships, including engagement of vulnerable and hard-to-reach populations, with a focus on wildfire resilience outreach.
- Present project scope and impacts to the county's Board of Supervisors to ensure leadership is informed and tied into priorities.
- Support intra-county wildfire mitigation organizations in developing and submitting collaborative funding proposals.
- Provide SBFSC recurring administrative assistance and execution of SBFSC existing CAL Fire and PG&E grants

- Administer and maintain IT tools and services used within the SBFSC.
- Conduct and attend Board Of Director meetings of the San Benito Fire Safe Council.
- Attend the 2026 and 2027 CFSC Networking and Peer Learning Workshops virtually.
- Submit quarterly programmatic and fiscal reports and required closeout documentation.
- Participate in Check-in Meetings with the assigned CFSC Grant Specialist
- Develop training and exercise programs for Firewise communities and identify stakeholder training needs.
- Attend California Fire Safe Council's virtual County Coordinator Monthly Meeting series
- Provide impact metrics trackers as requested by California Fire Safe Council

The Successful Candidate

Will have a passion to demonstrate the following knowledge, skills, and abilities:

Knowledge of:

- Enhanced understanding of county-wide wildfire risks and mitigation through the execution of the recently-updated CWPP.
- Comprehensive knowledge of community-level wildfire mitigation practices as advocated by the Firewise USA program.
- Experience in forming Firewise communities, performing risk assessments, and coaching communities through certification and maintenance.
- Principles and practices of emergency services strategic planning, including whole community planning and core capabilities.
- Federal, state, regional, and local emergency services planning programs and resources.
- Functions and organization of local governmental structures, including the strategic alignment of public safety operations (Sheriff, EMS, Fire, CAL FIRE).
- Familiarity with Google Workspace tools for performance of SBFSC operations.

Skill and Ability to:

- Research, analyze, and evaluate complex data and information related to wildfire risks and recommend effective resolution.
- Communicate effectively in writing and orally, preparing comprehensive reports and speaking before public officials.
- Coordinate, train, develop, and motivate stakeholders in wildfire risk management principles.

- Establish and maintain effective public relations and working relationships.
- Perform a variety of tasks simultaneously.

Experience, Education, and Training

Any combination of training and experience providing the required knowledge and skills is qualifying. An example of a way these might be acquired:

Education

- Bachelor's Degree in public or business administration, disaster planning, or a related field.
- Preference given to candidates with degrees in forestry, resource management, or emergency management.

Experience

- Approximately three years of increasingly responsible administrative or management experience in organization planning for disaster preparedness or emergency services.
- **OR**
- Approximately two years of similar experience for candidates in possession of a **NFPA CWMS (Community Wildfire Mitigation Specialist)** certification or relevant (NWCG) National Wildfire Coordination Group/FEMA training.

Additional Information

Conditions of Employment

- **Location:** The County Coordinator must be accessible to the public and conduct duties at the Community Foundation of San Benito County in Hollister, CA a minimum of one day per week.
- **Zero Driving Requirement:** This position does not authorize the employee to drive a vehicle on the clock. Commuting is the sole responsibility of the employee.
- **Administrative Scope:** Assignments are strictly limited to remote administrative functions, virtual attendance, stationary office environments, and public meetings at community locations throughout San Benito county.
- **Schedule:** Available to work a flexible schedule up to 40 hours per week, including occasional evenings or weekends for virtual functions.

Compensation & Hours

- **Status:** Full-time, limited-term W-2 assignment through an Employer of Record.
- **Hours Cap:** Maximum of 40 hours per week. Overtime is unauthorized and strictly prohibited.