



Job Title: Fire Adapted Community Ambassador Coordinator
Position Status: Fulltime, Non-exempt
Location: Angel Fire, NM
Reports to: Village Manager

The Fire Adapted Community Committee in Angel Fire (FACC) was developed to address recommendations from the US Forest Service Community Wildfire Protection Plan (CWPP) for the Village of Angel Fire, NM. The Committee addresses action items from the CWPP, plans initiatives with multiple related entities, assists in submitting grant proposals and implementing actions that will improve the wildfire preparedness and prevention for years to come in the Angle Fire and surrounding areas. The Committee also addresses related initiatives and make recommendations concerning slash pickup and disposal and Village of Angel Fire ordinances related to slash pickup and disposal.

Job Summary:

The Ambassador Coordinator will establish a new capability that does not exist in order to enable communications with property owners in Angel Fire, NM. Communications will consist of needed information regarding fire prevention activities that will be taken by the Village in the future, including such things as defensible space ordinance (DSO) and home hardening, grants that will fund thinning and fire breaks in the town limits, establishment of a volunteer group to assist in these and other efforts. In addition, the Volunteer Coordinator will conduct DSO home and lot inspections providing information for compliance with ordinance.

Duties & Job Functions:

Specific duties include but are not limited to:

- Coordinate all aspects of the Ambassador Program in Angel Fire, NM including:
 - Manage volunteer Ambassadors including recruitment, orientation, recognition, and strive to ensure Ambassadors are fulfilling most of their agreed-upon commitments.
 - Host meetings for Ambassadors and partners.
 - Resolve problems as they arise, ensuring regular media coverage for the program and tracking annual accomplishments.
 - Stay current on new information to distribute to Ambassadors and provide information and articles for monthly “WAP E-News.”
 - Work with Ambassadors and community partners to promote and organize activities/events for National Community Wildfire Preparedness Day in May.
- Education and Outreach:

- Understand and effectively speak to wildfire-related issues to deliver consistent and site-specific messaging about wildfire risk and mitigation actions.
- Assist with the development of educational material and presentations.
- Attend, coordinate, and help facilitate community, homeowner association, and other related meeting opportunities to deliver presentations and educational materials, promote FACC programs, and strengthen community-based relationships.
- Coordinate and complete targeted outreach to communities, individuals, and key stakeholders.
- Plan and carry out workshops to support neighborhood wildfire preparedness efforts.
- Create database of property/homeowners in Angel Fire for communications
 - Work with Village Water Department and Angel Fire Resort to obtain latest property owner information – Name, AF Address, other addresses, telephone's, email.
 - Create database in Excel useable for contacting owners
 - Send out notices to owners informing of plans for lots to be thinned with CWDG, Townhall meetings, Defensible Space Ordinance (DSO) updates and penalties/incentives for compliance.
- Work with CWDG Grant leadership team to communicate and obtain permission from private land owners for lots to be thinned.
 - Obtain list of lots included in 2,800 acres (including fire breaks) of high risk property to be thinned to be thinned over 5 year grant period
 - Work with Grant leadership team to develop communications materials and meetings to discuss thinning program.
 - Obtain list of lots included in 2,800 acres (including fire breaks) of high risk
 - Conduct meetings and/or individual communications programs to gain approval for lot thing.
- Obtain training from Village Wildfire Defense team and other sources to do Defensible Space Ordinance and Home Hardening inspections and maintain database of lots/realstate that meet or do not meet the requirements.
 - Train the Ambassador Coordinator (and Volunteers) to do DSO Ordinance and Home Hardening inspections
 - Work with Village of Angel Fire Water Department to modify monthly water bills to provide discounts to owners for Monthly Wildfire Prevention fees if they are in compliance with DSO.
 - Conduct DSO and Home Hardening inspections.
- Develop list of approved/recommended contractors for Contracted lot thinning work (not lots to be thinned by CWDG)
 - Train the Ambassador Coordinator (and Volunteers) to do DSO Ordinance and Home Harding inspections

- Work with Village of Angel Fire Water Department to modify monthly water bills to provide discounts to owners for Monthly Wildfire Prevention fees if they are in compliance with DSO.
- Conduct DSO and Home Hardening inspections.

Requirements:

- College degree in a related field, or 2 years of experience in wildfire education and mitigation or natural resource management
- Experience working with volunteers
- Experience with project coordination
- Proven coalition building experience around community issues
- Strong organizational skills; ability to handle multiple priorities and deadlines
- Excellent written and verbal communication skills, and experience with public speaking and working with the media
- Excellent computer skills and experience with Microsoft Office programs
- Proven experience working with many different agencies and partners around a public issue
- Experience with event planning
- Grant writing and fundraising experience preferred
- Willingness to work some evenings, weekends and holidays

Non-Discrimination Policy:

The Village of Angel Fire, NM shall not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, or marital status, in any of its activities or operations. These activities include, but are not limited to, employee hiring, and employment practices; selection and management of volunteers, vendors and contractors; and dealings with the general public.