



Position title	Department	Reports to
Wildfire Preparedness Manager	Wildfire Preparedness	Director of Wildfire Preparedness
Employment status	Weekly Hours	Starting Salary
☒ Full-time ☐ Part-time	40	\$104,000

The Napa Communities Firewise Foundation (NCFF) is committed to reducing hazards from wildfire to protect Napa County Communities. NCFF provides information, education, and vegetation thinning so residents and visitors can live more safely with wildfire. NCFF projects greatly benefit wildfire suppression access and response, while mitigating the impacts of environmental resources throughout Napa County.

POSITION SUMMARY

The Wildfire Preparedness Manager is responsible for planning, coordinating, and administering community outreach, education, and partnership programs that advance NCFF's strategic priorities, program goals, and grant deliverables. This position serves as NCFF's lead for public outreach events and as the County Coordinator for Napa County through the California Fire Safe Council County Coordinator program. The role works collaboratively with Fire Safe Councils, community partners, public agencies, and internal teams to strengthen wildfire preparedness and resilience across Napa County and the broader region.

NCFF is a grant-funded 501c3 nonprofit. This position enables the employee to work remotely, but the WPM is required to regularly attend events, presentations, and in-person meetings and occasionally visit project sites. The ability to speak Spanish fluently and experience with wildfire prevention is also preferred. Priority will be given to candidates residing within 45 minutes from the City of Napa.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Wildfire Preparedness Manager leads and coordinates community outreach, Fire Safe Council support, Firewise program activities, partnership engagement, program development, and grant-related reporting to strengthen wildfire preparedness and resilience across Napa County.

Community Outreach and Engagement

- Manages community outreach events from planning through follow-up, including registration, preparation of talking points and displays, coordination of tabling supplies, event setup and breakdown, and response to public inquiries received during events.
- Builds and maintains relationships with community members, partner organizations, public agencies, and other stakeholders to advance wildfire preparedness, resilience, and community engagement goals.
- Identifies outreach opportunities to expand community participation, increase awareness of NCFF programs, and strengthen engagement with new and existing audiences.



- Oversees outreach supplies, inventory, and purchasing information, including storage organization, reorder needs, product options, pricing, and alignment with program and grant funding priorities.
- Maintains the Outreach Monday.com board with current event information, participation data, follow-up items, and metrics to support monthly reporting and future outreach planning.
- Develops educational workshops in coordination with subject matter experts, using project plans to ensure deliverables are completed on time, within budget, and in alignment with NCCF goals and community needs.
- Creates outreach agendas, presentations, handouts, and other materials using NCCF-approved branding and messaging.
- Responds to Wildfire Preparedness mailbox inquiries within established timeframes and routes requests to appropriate team members as needed.
- Coordinates with the Communications and Development Team on outreach campaigns, newsletters, email content, collateral, program materials, and the outreach calendar.

Fire Safe Council Support

- Represents NCCF at virtual and in-person Fire Safe Council meetings for up to 25 councils, preparing relevant updates or requested materials in advance, documenting notes, attendance, deliverables, and follow-up items, and escalating issues to the Director as appropriate.
- Supports the development of new Fire Safe Councils by conducting community outreach, identifying potential members, assessing local fire landscape and community needs, and assisting with meeting planning and engagement strategies.
- Supports Fire Safe Council and County Community Wildfire Protection Plan (CWPP) efforts, including event planning, stakeholder engagement, tracking tools, review coordination, and posting of final materials.
- Plans and coordinates the monthly Fire Safe Council Leadership Meeting, including agendas, presentations, speaker coordination, meeting technology, recordings, notes, and timely posting of materials.
- Develops and organizes content for scheduled Fire Safe Council emails, Wildfire Preparedness communications, and related tools covering CWPP, Firewise, vegetation operations, projects, outreach, and events.
- Assists with Fire Safe Council-led annual community meetings and events by coordinating topics, speakers, flyers, run-of-show materials, maps, handouts, and staff participation as needed.

NFPA Firewise Applications and Renewals

- Manages NFPA Firewise annual applications and renewals, including risk assessment updates, action plan development, renewal documentation, and submission through the NFPA Portal in accordance with NCCF's established renewal process.
- Maintains Firewise tracking tools, status updates, planning calendars, and renewal materials throughout the year to support timely, accurate, and complete submissions.
- Coordinates with Firewise communities to schedule renewal support, collect required information, and ensure applications are submitted within required renewal timeframes.

Program Support and Development

- Researches and evaluates educational materials aligned with grant deliverables, program goals, and community outreach needs.



- Identifies and develops programs and tools to communicate wildfire resilience information across diverse constituencies, including neighborhoods, tribal partners, low-income residents, multilingual communities, youth, older adults, and other community groups.
- Supports development of project proposals for grant and private funding opportunities by coordinating program information, outreach needs, and supporting materials.
- Maintains partner lists, maps, and related program resources for use in CWPP development, outreach, and cross-agency collaboration.
- Maintains all Monday.com boards, SharePoint, and Teams workspaces as part of managing program operations and grant deliverables.

CFSC County Coordinator

- Maintains standardized data collection and reporting for local and statewide wildfire resilience progress, including timely updates to the CFSC GIS Networking Portal.
- Strengthens strategic partnerships and supports inclusive wildfire resilience outreach to communities that may be underserved, vulnerable, or difficult to reach through traditional engagement methods.
- Prepares and presents project scope, progress, and impact information to the County Board of Supervisors and other partners to support alignment with countywide priorities.
- Participates in CFSC County Coordinator monthly meetings, workshops, check-ins with the assigned CFSC Grant Specialist, and other program-related virtual meetings as required.
- Coordinates CFSC reporting requirements, including quarterly reports and requested impact metrics, in accordance with grant and program timelines.

MINIMUM QUALIFICATIONS (Education, Knowledge, Skills, and Abilities)

The requirements listed below are representative of the knowledge, skills, and abilities required to successfully perform this position.

Education and Experience Requirements:

- Bachelor's degree in environmental studies, communications, emergency management, public administration, nonprofit management, or a related field; equivalent education, training, and relevant experience may be considered.
- Minimum of three years of progressively responsible experience in wildfire mitigation, community education, emergency preparedness, CWPP development, program coordination, or a related field.

Knowledge, Skills, and Abilities:

- Knowledge of local community needs, dynamics, and wildfire preparedness priorities throughout Napa County.
- Demonstrated ability to prioritize work, manage multiple projects, meet deadlines, and align work with organizational goals and leadership priorities.
- Ability to work independently and effectively with minimal supervision in a remote or hybrid work environment.
- Ability to adapt to changing priorities in a fast-paced, dynamic, and sometimes unpredictable work environment.
- Understanding of Personally Identifiable Information (PII) and commitment to maintaining confidential or sensitive information appropriately.



- Ability to travel to project sites, meetings, and community events as needed, including driving independently to locations throughout the service area.
- If using a personal vehicle for work-related travel, ability to maintain California-compliant auto insurance consistent with organizational requirements.
- Proficiency with Microsoft 365 applications, including Word, Excel, SharePoint, Teams, Outlook, and PowerPoint.
- Strong analytical, problem-solving, and critical-thinking skills, supported by active listening and clear written and verbal communication.
- Strong interpersonal skills, with the ability to engage community members, build trust with diverse audiences, and represent NCCF professionally.
- Knowledge of community-level wildfire mitigation practices, including principles promoted through the Firewise USA program.
- Experience supporting Firewise communities, including community engagement, risk assessment coordination, action planning, applications, and renewals.

Desired but Not Required:

- Fluency in Spanish.
- Experience with Monday.com or other project tracking applications.
- Experience with ArcGIS or other mapping tools.
- Experience working in a 501(c)(3) nonprofit environment.
- NFPA Community Wildfire Mitigation Specialist certification, NWCG training, FEMA training, or other relevant wildfire preparedness or emergency management training.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Must be able to occasionally travel long distances to visit job sites located on dirt roads, up steep driveways, or on rough terrain in various locations within the service area, including rural and remote areas.
- Able to ride along with field staff on bumpy terrain using all-terrain vehicles, including the ability to traverse uneven terrain in a variety of weather conditions. NCCF issued safety gear will be provided.
- Able to navigate and work in remote areas with limited access to facilities.
- Able to navigate stairs and steep hillsides with no steps or guardrails.
- Ability to monitor safety in field environments and participate in both virtual and in-person meetings.
- Able to communicate clearly and listen actively in noisy environments, such as community events or field locations.
- Able to stand, bend, kneel, reach, stoop, and crawl as needed to perform field, event, and outreach-related duties.
- Able to support outreach tabling setup and breakdown, including loading/unloading a personal vehicle with equipment such as a pop-up canopy, boxes, brochures, and other event supplies.



- Able to lift up to 40 pounds and carry up to 50 pounds as required for event, outreach, and field-related activities.
- Able to perform work and attend virtual meetings on a computer for sustained periods of time.

Learn more by visiting www.napafirewise.org

Review the full job description at www.napafirewise.org/careers/

Resumes may be submitted to napafirewisecareers@gmail.com