



Snohomish County FIRE DISTRICT 7

Earning Trust Through Action

Public Education Specialist (Job # 2019-01) Position Announcement

OPENING DATE:	Monday, January 28, 2019
CLOSING DATE:	Monday, February 18, 2019 @ 3:00 PM
INTERVIEW DATE:	The week of February 25, 2019
EMPLOYMENT TYPE:	Regular, Full Time
SALARY:	\$5,538 - \$7,200 Monthly (New hires are generally placed at the beginning of the salary range).
WORK LOCATION:	Fire Department Headquarters; 163 Village Ct, Monroe, WA
BARGAINING UNIT:	Teamsters Union Local No. 38

POSITION RESPONSIBILITIES:

The Public Education Specialist develops education programs and curricula, and coordinates and delivers this education in an effort to reduce risks in the community which lead to loss. Such education programs typically encompass, but are not limited to: fire prevention, first aid and CPR, disaster preparedness, injury prevention, fall prevention, and home fire safety. The position will have full responsibility and scope of assigned programs, curricula and events from initial assessment and design through to final evaluation. This position has considerable responsibility and oversight of assigned programming and budget allocation and functions as a member of the Community Risk Reduction team. Work is performed with considerable independence and is reviewed through meetings, regular status reports and results obtained. Complex and/or sensitive program or event issues are resolved at this level.

ESSENTIAL FUNCTIONS:

- Develop, implement and deliver program curriculum to meet organizational objectives for the Community Risk Reduction Division that is specific and age appropriate for the applicable audience(s) and supports the District's vision/mission
- Provide proactive community relations/education, through the writing, reviewing and editing of various public education communications (e.g. newsletter articles, emails, publications, etc.)
- Build and foster assigned long-term working relationships with external organizations, businesses and/or agencies to further the District's public education goals and interests (e.g. citizens, schools, community organizations, fire and life safety partnerships, etc.)
- Research, write, and participate in the development of content for public education mediums (e.g. video projects, slide shows, internet, website, social media, etc.)
- Coordinate assigned special events (e.g. open houses, festivals and events, etc.)

KNOWLEDGE OF AND SKILLS IN:

- Contemporary public education methods, techniques and learning styles to effectively deliver education material to all community members
- Understanding fire operations and services
- Techniques and practices of creating, organizing and coordinating curriculum, programs, activities and events

- Business letter writing, email communications and report preparation including English usage, spelling, grammar and punctuation
- Effective presentation skills to engage various audiences
- Communicate effectively both verbally and in writing to varying audiences
- Problem solving, managing multiple projects and providing excellent customer service

ABILITY TO:

- Develop and deliver public education programs
- Work without direct supervision, exercising independent judgment and personal initiative
- Work in a collaborative environment to achieve common goals
- Remain flexible and be open to scheduling changes

EDUCATION AND EXPERIENCE:

- Bachelor's Degree from an accredited college or university with major coursework in communication, education or related field
- Three (3) years of increasingly responsible experience in communications, education, or a related field
- Any combination of education and experience that provides the desired knowledge, skills and abilities to perform the essential duties of the position

LICENSE AND REQUIREMENTS:

- Valid Washington State driver's license
- Basic Life Support (BLS) First Aid & CPR Instructor or ability to obtain certification within 6 months
- International Fire Service Training Association (IFSTA) Fire and Life Safety Educator I certification or ability to obtain within 6 months

DISTRICT VALUES:

Continuous Improvement:

- We seek feedback and learn and improve from experience
- We are willing to take risks and make changes in order to improve service
- We are committed to doing the work, and continuously improving the way work gets done

Integrity

- We are open, transparent and accountable to the public we serve
- We acknowledge that public trust matters – and strive to be worthy of it
- We are respectful, effective and humble
- We do what's right for the right reason

Teamwork

- We work cooperatively with one another to achieve our goals
- We strive for open and honest communications and value differing opinions
- Our managers coach, mentor and develop a strong team culture

Compassion & Service

- We treat our customers with respect and dignity
- We appreciate the importance of caring for people in the most challenging of circumstances
- We are not here for ourselves, but for the community we serve

APPLICATION PROCESS & SELECTION PROCEDURES:

- Complete and submit a Snohomish County Fire District #7 employment application and attach a letter of intent outlining your relevant skills and experiences as well as your interest in the position.

- All materials must be received before the closing date and time identified at the top of this announcement. Application materials can be dropped off or mailed to the attention of:

Human Resources
163 Village Court
Monroe, WA 98272

- Questions or clarifications regarding this process should be directed to Pamella Holtgeerts, Human Resources Director at pholtgeerts@snofire7.org.