



Job Announcement

Public Information Officer/ Public Affairs Specialist

**Douglas Forest Protective Association
1758 NE Airport Road
Roseburg, OR 97470
541-672-6507**

POSITION: A Public Information/Affairs position is available with the Douglas Forest Protective Association (DFPA). This is a full-time position located at the District's Headquarters. The purpose of this position is to assist the DFPA's District Manager with providing information to the news media, general public, staff, district cooperators and stakeholders. Information is provided orally, in written form and on video. This position is directly supervised by the district's Staff Forester.

ORGANIZATION: Founded in 1912, DFPA is a non-profit corporation located in Roseburg, Oregon. DFPA has wildland fire protection responsibilities on 1.6 million acres of membership lands, private, state, county, Bureau of Land Management (BLM) and Bureau of Indian Affairs (BIA) lands within Douglas County. DFPA is a very active and aggressive wildland forest protective association that has a staff of 17 fulltime and 100 seasonal personnel. DFPA is integrated with the Oregon Department of Forestry (ODF) by contract and by ORS Chapters 477 and 526.

LOCATION OF POSITION:

The Public Information/Affairs position will maintain an office at the district headquarters building in Roseburg, Oregon and within three months assume residency within the Douglas District. Preference may be given to individuals that are capable of responding to their duty station within 30 minutes.

RESPONSIBILITIES:

- Develops, updates and implements the district's fire prevention and communications plan and other district-specific communication plans, guided by DFPA's overall association communication strategy. Evaluates the success of communication efforts, and periodically updates and improves communication plans, strategies and messages as needed. Ensures proactive efforts and overall alignment with association-wide key messages and communication activities. Manages local execution of association-wide plans.
- Writes news releases, feature articles, and social media content about district activities and fire suppression operations, takes photographs and videos to accompany those products as appropriate. Scripts and produces videos about district activities including fire suppression operations, for posting on district websites and social media sites, and for use by the public and the news media. Assists and develops district-specific talking points, fact sheets, brochures, displays and other communication products.

- Manages district's website and social media accounts according to association-wide policies and procedures. This includes keeping content current and engaging, removing inappropriate content, responding to questions and comments posted on social media, and ensuring compliance with rules regarding web and social media.
- Provides accurate, timely, and easy-to-understand information about fire danger levels, industrial fire precaution levels, associated use restrictions, and wildfire prevention and mitigation to news media reporters, members of the public, DFPA staff, landowners, residents, cooperators, and stakeholders. Explains opportunities for financial and other assistance available to residents and landowners for wildfire mitigation projects.
- Serves as district spokesperson when news media reporters, whether from print, radio or television companies, request an interview.
- Maintains awareness of events and information that impact the district through frequent interactions with ODF's public affairs program staff; media, web and social media monitoring; and participation in staff and stakeholders' meetings.
- Provides assistance to district leadership and the associations District Manager in identifying communications policy gaps and supports efforts to clarify or establish such policies, as necessary.
- Advises District Manager on strategies and best practices for engaging with local communities on major policy issues or initiatives.
- Participates in district and cooperators' outreach and education programs about wildfire mitigation on residential and other private lands. Attend Fire Prevention Cooperative meetings and participate in cooperative fire prevention education and mitigation functions.
- Coordinates requests for presentations about district activities, fire season expectations or results. Prepares audience-focused presentations, speeches, talking points, and handouts for events involving the District Manager or Staff Forester. Reviews presentations, speeches and handouts for other district staff.
- Writing, editing, reviewing, designing or otherwise contributing to production of the district's annual report, budget documents or other specialized publications.
- Assist with the registering of fire season proclamations, the legal posting of proclamation information in a timely manner, and the authoring and distribution of news releases via e-mail, websites, and social media.
- Advises and assists district staff on issues related to public affairs. Provides or coordinates training for district staff and management on communication-related topics, such as public records and records retention requirements, agency public affairs policies, and engaging with the media.
- Responds to requests for information from the public, the media, stakeholders, and representatives of state and federal agencies.
- Because the association's highest priority work is a forest fire emergency, this position will be utilized during those emergencies to provide assistance in a variety of ways.
- Engages closely with industry partners and the industrial fire program as a whole, year round.

MINIMUM QUALIFICATIONS:

- Must have a valid Oregon driver's license and a satisfactory driving record. The record will be checked with the Department of Motor Vehicles. At times, you will be required to travel by car, pickup, helicopter, and/or airplane.
- May work in inclement weather and/or other activities requiring endurance. Physical conditioning will be tested in accordance with DFPA policy.
- Strong written and verbal communication skills – including ability to comprehend complex material and express it clearly for a lay audience.
- Strong working knowledge of public information and involvement processes.
- Working knowledge of social media, desktop publishing and video production/editing, and web content development/organization and other media production techniques.
- Ability to work on multiple projects simultaneously and to balance competing priorities.
- Ability to work both independently and within a team environment, and to work with groups, stakeholders and members of the public with differing interests and views.
- Ability to write clearly and professionally, using Associated Press (AP) Style.
- Experience developing and maintaining strong partnerships both internally and externally in a government environment.
- Three years of experience in public relations or affairs, with two of the three years at the professional level OR a Bachelor's Degree in Business or Public Administration, Public Relations, Marketing, Journalism, behavioral or Social Sciences or a related field and one year of professional level experience in public relations or affairs.
- Preference may be given for current NWCG Wildland Fire Qualification(s) as Firefighter 2, PIO-F, PIO-2 or PIO-1.

DESIRABLE QUALIFICATIONS:

Preference may be given to candidates whose application demonstrate skills, abilities and/or experience in the following:

- Experience working in a highly structured organization, such as government agencies, the military or corporations, with established lines of authority, procedure and protocols.
- Experience working within a complex fire program with numerous competing objectives.
- Experience working in an interagency environment.
- Advanced Computer skills.
- Experience with ArcGIS, Collector, GPS mapping and compiling data.
- Working knowledge of NFDRS.

BACKGROUND / PRE-EMPLOYMENT CHECK:

DFPA is committed to providing a safe and productive working environment. To achieve that goal, we conduct background investigations for final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history. The successful candidate will be required to pass a drug screen prior to employment.

SALARY:

Classified as Wildland Fire Supervisor, the salary is commensurate with experience and qualification. **Salary range: \$4,430 - \$6,436 / month.**

This position is not eligible for overtime compensation unless preauthorized by the District Manager.

BENEFITS:

Health, dental, vision, are provided. Annual leave, sick leave, and personal leave available. Association retirement program provided.

APPLICATION:

Applications are available on line at <https://www.dfpa.net/employment> Applicants must meet the minimum qualifications in the announcement to be considered for hire. Apply no later than 5:00 p.m., Friday, January 14th, 2022 for consideration. Attach each of the items listed below individually as a Word Document (.doc), PDF (.pdf), or Rich Text Format (.rtf). A complete application packet consists of:

1. Cover letter with a Statement of Qualifications
2. Resume
3. Douglas Forest Protective Association Application for Employment
4. Transcripts (for each degree earned that is listed under qualifications) and/or a Master Wildland Training Record
5. References (contact information for professional references including at least one supervisor)

Email Completed application packet to Jill Miller, Business Manager at Jill.m.MILLER@oregon.gov

Specific questions regarding this position should be referred to Rory Collins, Staff Forester, at (541) 672-6507 ext. (139)

IMPORTANT APPLICATION INFORMATION:

Please note that incomplete applications will not be considered. Please remove social security numbers and birthdates from all application materials.

All applicants will be screened based upon desirable qualifications and relevant experience. Only the most qualified applicants will be scheduled for interviews. All applicants will be placed in a talent bank for future consideration.

AN EQUAL OPPORTUNITY EMPLOYER

The Douglas Forest Protective Association does not discriminate on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. DFPA is an equal opportunity/equal access employer fully committed to achieving a diverse workforce, and complies with all federal and Oregon state laws and regulations regarding non-discrimination.