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| --- | --- |
| Organization  | Name |
| CNRA |  |
| Position Number | **Effective Date** |
| 534-001-4800- |  |
| Classification Title | **Working Title** |
| Staff Services Manager 1 (Specialist) | Communications Coordinator, Wildfire and Forest Resilience Task Force |
| CBID | **Supervisor** |
| S01 | Lisa Lien-Mager |

**Position Description**

Under the general direction of the Director of the Governor’s Wildfire and Forest Resilience and the California Natural Resources Agency (CNRA) Senior Advisor for Strategic Communications, the Task Force Communications Coordinator will develop, direct, and administer an effective communication and public outreach program that accurately communicates the activities, objectives, and priorities of the Task Force.

This position is an important part of the Task Force team and helps to ensure that its priorities and progress are well understood by the public, media and stakeholders across. It provides opportunities to be creative and collaborative with a broad set of state, federal and local agencies, and enables strong professional growth in areas of forest management policy and communications.

**Position Category**

This position is categorized as Remote-Centered. The position’s job duties can be performed while teleworking 50% or more of the time within a work month from an alternate work location. The position incumbent can telework with a management approved telework agreement and schedule.

**Essential Job Functions**

Position requires incumbent to gain knowledge of varied and complex policies, procedures, and state operations. It also requires the incumbent to balance concurrent assignments and complete assigned projects and tasks on time at a level commensurate with the classification. Satisfactory job performance is required to maintain a teleworking agreement.

\*40% Provides support to the Task Force Director and participating state agencies, departments, and conservancies on public affairs strategy and media relations related to Task Force programs and policies.

Initiates, drafts, and finalizes a variety of public affairs material for the Task Force website, and for news releases, features, opinions, television and radio content, features and interviews.

Prepares and finalizes speeches, remarks, talking points, and public statements for Task Force agency representatives and programs, including the Secretary. Prepares Agency executives and staff to ensure they are prepared to respond to policy questions and the political climate. Ensures all statements are in keeping with the Administration’s stance on policy and programs.

\*20% Directs public information programs, activities and special events involving multiple agencies and departments.

\*20% Serves as liaison between the Task Force and communications staff of CAL FIRE, CNRA, and other federal, state, and local participating members.

\*15% Develops and issues a ”monthly report” for the Task Force, its member agencies, and the Governor’s office.

5% Coordinates special projects as requested by the Task Force Director or the Secretary, and performs other job-related duties as requested.

***\*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.***

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.

Employee

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_