



We're Hiring!

WILDFIRE MITIGATION COORDINATOR

Hood River County Employment Opportunity
Emergency Management Department

April 2026

Wildfire Mitigation Coordinator

Are you passionate about emergency preparedness?

Hood River County is seeking a driven, community-minded **Wildfire Mitigation Coordinator** to organize our wildfire mitigation efforts across one of Oregon's most spectacular – and fire-prone – landscapes. In this dynamic role, you'll be the county's boots-on-the-ground expert and trusted community guide for wildfire preparedness. From walking properties to presenting at community meetings, you'll turn planning documents into real-world action — and real-world safety. This position reports to the Emergency and Resilience Program Manager who sets goals and reviews performance. Bilingual fluency in Spanish is preferred but not required. Ready to protect what matters? We want to hear from you, so apply now.

This is a full-time, on-site position with a M-F, 8am-5pm schedule.

Note on Funding: This position is funded by a Bureau of Land Management (BLM) grant. Funding is guaranteed for one year; subsequent years are subject to annual grant application approval.

Goals:

- Organize two bilingual community education events per year.
- Manage documentation of at least 200 defensible space evaluations.
- Support planning and coordination aligned with the Hood River County Community Wildfire Protection Plan (CWPP).

Essential Responsibilities:

Community outreach, education, and engagement.

- Build and maintain relationships and collaborative partnerships with individuals and organizations.
- Lead community outreach and education efforts. Conduct media outreach including interviews, press releases, and social media posts.
- Collaborate with community organizations to promote home hardening, defensible space, Firewise development, and other wildfire mitigation practices.
- Serve as the liaison between Hood River County, local fire districts, Oregon Department of Forestry, Oregon State Fire Marshal, and federal land management agencies.
- Support community ambassadors through education, resource allocation, and mitigation recommendations.
- Organize bi-annual wildfire preparedness meetings.

Conduct assessments for defensible space and home ignition zones.

- Conduct defensible space assessments for private property owners.
- Mark trees and other vegetation for mitigation treatments.
- Connect homeowners with resources to implement mitigation strategies.

- Evaluate existing plans for revisions related to hazard mitigation.
- Perform research and analysis to support CWPP action items.
- Aid county, city, and port planning departments to assist plan development, code compliance needs, and community outreach.
- Facilitate the development of Firewise USA® communities.

Grant Management.

- Support grant administration functions including data entry, cost tracking, and reimbursement preparation and tracking.
- Prepare written and oral report to grantors, leadership, partners, and stakeholders.
- Manage program sustainability efforts including grant development and sustainability planning.
- Perform other duties as assigned.

Minimum Requirements:

- Bachelor's degree in forestry, wildfire, natural resources, or a related field.
- 3-6 years of experience in emergency management, environmental science, or public administration.
- Bilingual fluency in Spanish and English is preferred.
- Valid driver license with a good driving record.
- Ability to be on-call when assigned.
- Ability to complete fundamental skills training program upon hire, and ongoing annual training.

Qualifications:

- Proven community facilitation and stakeholder coordination experience.
- Strong project management skills.
- Strong communication and analytical skills.
- Strong presentation, and training & education skills.
- Microsoft Office proficiency.
- Familiarity with GIS tools.
- Ability to manage complex projects: be highly organized, detail-oriented, and efficient in managing schedules, task lists, computer files, supplies, and equipment.
- Willingness and ability to work in outdoor conditions during all seasons and weather conditions; hike over steep, uneven terrain; use a map, compass, GPS, and other equipment; carry up to 25 pounds.
- Ability to safely operate a four-wheel-drive vehicle in urban and rural mountainous settings on- and off-road.
- Media communications experience is preferred.
- Grant management experience is preferred.

Wage Range: \$32.58-\$41.23 per hour

Longevity: 2.5% on base salary beginning after the 5th year of employment; additional 2.5% increase each 5-year period thereafter.

Additional Compensation: Spanish Bilingual Fluency

Benefits: 100% paid Public Employee Retirement; shared cost for medical, dental, and vision insurance; paid sick leave; paid vacation; 11 paid holidays; Flexible Spending; Deferred Compensation; and HRA.

Application Process:

Review and complete the full Hood River County Application. Applications can be found on the Hood River County website within the Services > Employment tab www.hoodrivercounty.gov

While this position will remain open until it is filled, **we will aim to schedule our first interviews by mid-May 2026**. We will be reviewing applications frequently. If there are any questions regarding this process, please reach out to Hood River County Human Resources.

Email: hr@hoodrivercounty.gov

Phone: 541-387-6879

In Person: 601 State Street, Hood River, OR – 3rd Floor Administration Office

HOOD RIVER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.



HOOD RIVER COUNTY
*A small county with a big mission:
Providing Quality of Life for All.*

FLSA Status: Hourly
Union: Non-represented
Work Comp Code: 2702
EEOC: Nonexempt
Salary Grade: 6F
Last Update: April 2026

JOB TITLE	Wildfire Mitigation Coordinator
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Job Summary

Serves as the County's subject matter expert on wildfire mitigation and supports the planning and coordination efforts aligned with the Hood River County Wildfire Protection Plan (CWPP). This role is responsible for organizing two bilingual community education events per year and managing documentation of at least 200 defensible space evaluations.

Essential Duties

- Build and maintain relationships and collaborative partnerships with individuals and organizations.
- Lead community outreach and education efforts. Conduct media outreach including interviews, press releases, and social media posts.
- Collaborate with community organizations to promote home hardening, defensible space, Firewise development, and other wildfire mitigation practices.
- Serve as the liaison between Hood River County, local fire districts, Oregon Department of Forestry, Oregon State Fire Marshal, and federal land management agencies.
- Support community ambassadors through education, resource allocation, and mitigation recommendations.
- Organize bi-annual wildfire preparedness meetings.
- Conduct defensible space assessments for private property owners.
- Mark trees and other vegetation for mitigation treatments.
- Connect homeowners with resources to implement mitigation strategies.
- Evaluate existing plans for revisions related to hazard mitigation.
- Perform research and analysis to support CWPP action items.
- Aid county, city, and port planning departments to assist plan development, code compliance needs, and community outreach.
- Facilitate the development of Firewise USA® communities.
- Support grant administration functions including data entry, cost tracking, and reimbursement preparation and tracking.
- Prepare written and oral report to grantors, leadership, partners, and stakeholders.
- Manage program sustainability efforts including grant development and sustainability planning.
- Perform other duties as assigned.

Knowledge and Skills

- Proven community facilitation and stakeholder coordination experience.
- Strong project management skills.
- Strong communication and analytical skills.
- Strong presentation, and training & education skills.
- Microsoft Office proficiency.
- Familiarity with GIS tools.
- Ability to manage complex projects: be highly organized, detail-oriented, and efficient in managing schedules, task lists, computer files, supplies, and equipment.
- Willingness and ability to work in outdoor conditions during all seasons and weather conditions; hike over steep, uneven terrain; use a map, compass, GPS, and other equipment; carry up to 25 pounds.
- Ability to safely operate a four-wheel-drive vehicle in urban and rural mountainous settings on- and off-road.
- Media communications experience is preferred.
- Grant management experience is preferred.

Minimum Qualifications

- Bachelor's degree in forestry, wildfire, natural resources, or a related field.
- 3-6 years of experience in emergency management, environmental science, or public administration.
- Bilingual fluency in Spanish and English is preferred.
- Valid driver license with a good driving record.
- Ability to be on-call when assigned.
- Ability to complete fundamental skills training program upon hire, and ongoing annual training.

Supervision Received and Exercised

- Supervision Received: Emergency and Resilience Program Manager
- Supervision Exercised: None

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing this job, the employee regularly works in both indoor and outdoor environments. Employees have frequent exposure to weather conditions, moving mechanical parts and other machinery, is regularly exposed to wet and/or humid conditions, fumes or airborne particles, vibration, loud noise and occasionally is exposed to toxic or caustic chemicals, and extreme heat. Employees may occasionally perform semi-heavy work.

HOOD RIVER COUNTY

Application for Employment

601 State Street, Hood River OR 97031
 Email: hr@hoodrivercounty.gov Phone: 541-387-6879

Hood River County provides equal employment opportunities to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by applicable federal, Oregon, or local law. Our Equal Employment Opportunity policy applies to all aspects of the employment relationship including, but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment. To claim veterans' preference in hiring, complete the Veteran's Preference Form and submit it with the required documentation at the time you submit this application.

THIS APPLICATION WILL BE CONSIDERED FOR THIS SPECIFIC JOB. IT WILL NOT BE RETAINED FOR FUTURE POSITIONS. IF YOU DESIRE TO BE CONSIDERED FOR A POSITION AT A FUTURE TIME, YOU MUST FILE A NEW APPLICATION. IF HIRED, THIS APPLICATION WILL BECOME PART OF YOUR PERMANENT PERSONNEL FILE. PLEASE PRINT OR TYPE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE OR SUBMITTED PAST AN ESTABLISHED DEADLINE.

Position				
Position Applying For		Available Start Date	Where Did You See This Job Posting:	
Personal Information				
Name				
Address		City	State	Zip
Phone Number	Mobile Number	Email Address		
Are you able, at the time of employment, to submit verification of your legal right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> (Proof of identity will be required upon employment)				
Education	List any colleges, military, trade, business or other schools attended.			
Do you have a high school diploma or GED Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>				
School Name	Location	Diploma/Degree	Major/Minor	Did you Graduate?
Certificates & Licenses		List any professional license, registration, or certificate required or preferred for the position.		
Type	Issuing Agency	Date Issued	Date Expires	

References

Name	Title	Company	Phone

Employment History

The information in this section will be used to determine if you meet the minimum qualifications as outlined in the job announcement. List ONLY the job(s) (paid, military or volunteer) where you obtained the experience that qualifies you for the job. Clearly describe all your duties, starting with your most recent job. Resumes will be accepted, but will not be accepted in place of a completed application. If you need additional space, attach a separate sheet.

Employer (1)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Reason for leaving			

Duties			
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Employer (2)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Reason for leaving			

Duties			
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Employer (3)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Reason for leaving			
Duties			

Employer (4)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Reason for leaving			
Duties			

Certification & Signature

I hereby certify that all statements made in this application are true, and I agree and understand that any statement that is false, fraudulent, or misleading in this application or attached material, during the interview or screening process, or discovered during the course of any employment-related process (post hire) may result in the revoking of a job offer or termination of employment.

- I certify that all statements contained herein are true and complete.
- I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.
- I authorize the employing entity to verify the employment and education information provided in this employment application.
- I authorize my driving record to be checked if the position for which I am applying requires driving.
- I understand and agree to be subjected to a pre-employment drug screening, criminal history background and credit check, if applicable.

Signature: _____ Date: _____

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4). This completed form and required supporting documentation must be submitted with your application in order for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) – I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions;
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions;
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-connected disability;
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs; or
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions;
 - Received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or
 - Receiving a nonservice – connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15 (Copy 4), and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____

Date: _____

Position Applied For: _____

This form and supporting documentation must be received by the Human Resources Department no later than the closing time and date of the job posting. If you have any specific questions, please contact Human Resources.

(541) 387-6879 or email hr@hoodrivercounty.gov