Butte Prescribed Burn Association Coordinator

Do you believe everyone deserves a good relationship with fire? Do you enjoy meeting all kinds of people, connecting and inspiring volunteers, and nurturing an inclusive movement? Would you enjoy supporting motivated landowners and students of fire to help get more #goodfire on the ground? The Butte Prescribed Burn Association is growing and we seek a motivated, organized, energetic and empathetic individual to help coordinate us! You’ll work alongside our existing fire program manager to continue growing our community-based fire movement and telling the story of the good fire revival. You’ll be supported by an experienced fire practitioner, plus fire-positive colleagues with careers in forestry, watershed restoration, public administration and GIS. Training is available in many of the skills you’ll need such as GIS, fire effects monitoring, and grantwriting.

Start date: Ideally before September 1. Open until filled.
Time commitment: This is a full-time benefited position. Requires working some full weekends, to be offset by time off during the week. Requires some physical, fireline work; however, this is not primarily a field position.

Responsibilities:

- Write the monthly "Good Fire News" and tell the story of PBA successes using Instagram, Facebook, Podio and other social media
- Continue to develop the Butte PBA website into a welcoming, beautiful and motivating online resource
- Speak at community events/meetings to describe and promote the work of the PBA; work with partner organizations to develop projects and strategies; organize speaker events and mini-trainings for community members to learn to be better burners (e.g. by recruiting speakers on topics such as fire weather, ecology, TEK); organize training
- Keep PBA volunteer list up-to-date and be a responsive resource for all volunteers
- Coordinate and facilitate monthly PBA social meetings
- During Butte TREX each fall, serve as the resource unit leader and/or training officer, which means keeping detailed track of participants enrolled, qualifications awarded or missing, work accomplished, and funds spent. Also involves keeping detailed notes of each meeting and keeping the TREX project record organized and easily accessible from year to year.
- Meet with landowners who are interested in beneficial fire; walk their land with them and the fire program manager. Use a handheld GPS system to record potential burn units and make lists of the prep work needed in advance.
- Support landowners by scheduling, organizing and helping to implement volunteer-driven burn days, burn prep days, and follow-up days.
- Assist in coordinating with CAL FIRE/AQ, as needed, to help landowners develop their burn plans/maps, and to obtain needed permits
- Track and report your hours worked. Help purchase, track, and maintain PBA equipment.
- Write grant applications to sustain funding for beneficial fire in Butte County beyond spring of 2026.
The PBA coordinator is supported by the BCRCD board, an experienced fire program manager, and numerous partner agencies/organizations working in concert to get more good fire on the ground in Butte County. This position is currently funded through 2/28/2026. Compensation is $28-30/hour (plus health benefits and paid time off) based on experience.

**Qualifications:** No particular educational qualifications needed. FFT2 a plus. Must be physically capable of working on a burn alongside community volunteers. Experience with leadership, marketing, storytelling, social media account management, and excellent organization and communication skills are important. Based in Chico, CA. Please submit a resume and cover letter to bcrd@carcd.org.