



CAL FIRE LOCAL 2881

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Representing the Professional Firefighters of CAL FIRE

(JOB OPPORTUNITY)

Full Time Employment

CAL FIRE Local 2881 Communications Officer

Final Filing Date – March 8, 2018

Job Description

CAL FIRE Local 2881 is seeking a dynamic and creative communications professional to serve as its Communications Officer. This individual works under the guidance of the Executive Board, the Union President and the Office Manager. The Communications Officer is responsible for developing and managing the Union's internal and external communications efforts through a variety of media outlets including various printed documents, websites, social media outlets, coordinates messages with officers of the Union, our cooperators, attorneys, public policy director and our communications firm. Position will work directly with CAL FIRE Local 2881 Districts and Chapter as assigned by the President. Frequent travel to meetings and incidents and other events as directed by the Union President will be common. Website design, electronic media and video editing is a plus. Applicants must have and maintain a valid Class C Driver's License.

Job Duties

- Develop a comprehensive social media program and policy.
- Create and distribute social media posts and messaging.
- Produce printed and video material about our Union organization for public consumption.
- Prepare and organize news conferences, organizational meetings, ceremonies and other public and private events.
- Travel to emergency incidents, meetings and other events as directed by the Union President.
- Maintain a viable and robust social media presence.
- Coordinate and distribute union messaging as directed by Union President, Executive Board and contractors.
- Create and Distribute informational and educational messages to Union membership.

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- Work in conjunction with Marketplace Communications on messaging, implementation and strategic media coordination.
- Coordinate with District Vice Presidents on specific media campaigns in their respective areas.
- Maintains work area and other office areas clean and available for use by members, employees and visitors.

Minimum Required Qualifications

- Education/Experience – Associate’s Degree or two years of work experience in communications or public information field.
- Proficiency in Microsoft and Apple software applications.

Desirable Qualifications

- Experience with media campaigns.
- Social Media Operations.
- Spanish language fluency.

Salary /Benefits

Monthly Salary Range (\$4,879 - \$5,865)

Vacation, Holiday and Sick Leave

Health Insurance

Dental Insurance

Vision Plan

Life Insurance

Retirement Plan

How to Apply

Interested applicants need to submit, via email, a resume and a 30 – 45 second video clip of themselves explaining who CAL FIRE Local 2881 is and what we do. Submittals will be accepted now through March 8, 2018 at 5:00 p.m.

Email - applications@l2881.org

