POSITION TITLE: IFCA SAFER Grant Coordinator

TYPE OF POSITION: Contractor

POSITION LENGTH: November 27, 2019 – November 26, 2022

ESTIMATED HOURS: 520 hours per year or 1,300 Total Hours (Part-time at 25%)

POSITION DESCRIPTION:

The IFCA was recently awarded a 3-year FEMA SAFER recruitment and retention grant to help build the volunteer firefighter workforce throughout the state. The grant includes executing a statewide media campaign, assisting 10 specific departments in furthering their recruitment/retention programs, and delivering in-person and online leadership training to help with retention.

The IFCA is seeking a coordinator to help implement the grant. This contractor will work with the IFCA Executive Director & Board. They will also work with the Program Management Services that is selected to help manage the grant. This coordinator position will be tasked with the following:

- Have weekly calls with the Program Management Services. Brief the IFCA Executive Director and Board on a regular basis on the grant’s status. Be the liaison between the Program Management Services and the IFCA Board/Executive Director.
- Promote the program on behalf of the IFCA and be the lead and “face” of the program. Essentially be the boots on the ground in Indiana for the program.
- Review and approve program contracts, invoices, and reports.
- Help identify speakers and locations for the in-person leadership workshops. Help with the logistics.
- Work with the 10 selected departments that will receive extra support. Conduct site visits and provide advice and assistance to them.
- Make sure the 10 departments are submitting the results of their recruitment/retention program on a monthly basis.
- Help develop and review the online training course.
- Review all marketing and promotional materials, ads, campaign website, etc.
- Submit their invoices and expenses on a monthly basis.
- Help identify and approve other program partners.
- Spread the volunteer firefighter recruitment message throughout Indiana.

REQUIREMENTS, SKILLS, EXPERIENCE:

- Strong oral and written communication skills.
- Fire service experience in the state of Indiana. Chief level experience preferred.
- Understanding of the volunteer and combination fire service in Indiana and the recruitment/retention challenges.
- Experience implementing successful volunteer recruitment/retention strategies.
- Flexible schedule and easily accessible for calls with program partners and participants.
• Ability to travel for leadership workshops, department site visits, and IFCA board meetings as needed.
• General understanding of federal grants such as SAFER grants is a plus.

PART-TIME COMPENSATION SCHEDULE
• $26,000.00 in year 1 & 2 and $13,000 in year 3 is allocated for the position. 520 hours per year or 1,300 total Hours at $50/hour.

If you are interested in this position, please send a cover letter, your resume to IFCA Executive Director Dale Henson at dhenson@indfirechiefs.org by November 19, 2019. If you have any questions, he can be reached at 317-856-1850.