

Town of Mohawk Fire District Job Opportunity

Program Manager: Firefighter Recruitment and Retention

The Town of Mohawk Fire District is seeking a highly motivated and experienced individual to serve as the Program Manager for Firefighter Recruitment and Retention. This 4-year contracted position is made possible through the recently awarded FEMA SAFER Grant, offering a salary of up to \$45,000 per year.

Key Responsibilities:

- Oversee all aspects of the SAFER Grant, ensuring compliance with federal guidelines, effective fund utilization, and detailed progress reporting to enhance departmental staffing levels and capabilities.
- Develop and implement comprehensive strategies to attract new recruits and enhance the retention of current personnel. Assess departmental needs, identify barriers to retention, and execute targeted initiatives to foster a strong and committed firefighting team.
- Design and implement retention programs such as mentorship initiatives, professional development opportunities, and recognition programs to maintain high morale and commitment levels among existing staff.
- Conduct regular surveys and feedback sessions with current personnel to identify retention issues and develop actionable solutions.
- Lead marketing efforts, including managing social media, public relations, and community outreach to enhance the Town of Mohawk Fire District's public image and recruit potential candidates.
- Ensure all procurement activities comply with Town of Mohawk Fire District policy and federal regulations, preventing legal or financial repercussions.

The Ideal Candidate Will Have:

- Demonstrated experience in managing recruitment and retention initiatives under the FEMA SAFER Grant.
- Proven ability to develop and implement effective strategies aimed at both recruiting and retaining firefighters, particularly in rural settings.
- Experience in creating and managing programs that address staff retention, including employee engagement, career progression, and satisfaction initiatives.
- Skilled in fostering relationships with government, businesses, civic organizations, and the community to promote volunteerism, recruitment, and retention.
- Mastery of computer software, excellent organizational abilities, and strong communication and public speaking skills.

Duties Include:

- Create and implement a written recruitment action plan in collaboration with the Town of Mohawk Fire District Recruitment and Retention Committee with measurable results.
- Develop and execute strategies to improve job satisfaction and retention rates, including regular assessment and adaptation of retention programs.
- Manage recruitment activities, including job postings, event participation, and candidate onboarding.
- Work closely with district and department leadership, monitor and report on recruitment and retention programs, and maintain candidate and personnel databases.

Qualifications and Skills:

- Full-cycle recruiting experience, preferably in fire and emergency services.
- Experience in volunteer coordination, marketing, and employee motivation practices with a focus on retention.
- A positive, friendly, and welcoming attitude towards the fire department, community, and potential candidates.
- Proficiency in web and graphic design tools, social media platforms, and marketing collateral creation.

Employment Conditions:

This is a grant-funded, part-time, hourly, at-will position supported by a US DHS FEMA SAFER grant. The selected candidate or firm will work under the direct supervision of the Fire District Board of Fire Commissioners and appropriate fire department officers. The selected candidate or firm will be expected to attend the regularly scheduled Board meetings each month for report out.

Salary: Up to \$45,000 per year

Hours: Documented 80 hours per month

The Town of Mohawk Fire District is an equal-opportunity employer. All applicants will be considered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

How to Apply:

Interested candidates should submit a cover letter, resume, and relevant work examples to brittany.holzmannfc@townofmohawkfire.com by October 15, 2024. Please note that in-person, fax, phone, text, or messenger responses will not be accepted. Questions and inquiries may be submitted via email.