



Neighborhood Response Group Coordinator

*A Part-Time Position (0.25 FTE)
(an average of 10 hours a week)*

\$20.75 per hour

*Town of Fairfax
Open until Filled*

Help Neighbors Help Themselves!

During an emergency, access to neighborhoods may be blocked and emergency vehicles and personnel may not be able to arrive for several days if not more. The primary goal of the NRG Coordinator is to ensure that every neighborhood within Fairfax is ready to cope until such time that the first responders arrive to render aid and assistance.

The Position

The Fairfax Neighborhood Response Group (NRG) Coordinator is a part-time position approved for 0.25 Full-time Equivalent (FTE), and is “at will”. Compensation is estimated at \$20.75 per hour. The position will work an average of approximately 10 hours per week. The position reports to Town Manager and will be one of the primary staff members to support the newly established Community Emergency Preparedness Committee. The Fairfax Neighborhood Response Group (NRG) Coordinator works with Fairfax Neighborhood Response Groups (NRGs), which are volunteer neighborhood initiatives that help residents prepare for, respond to, and recover from major disasters like earthquakes and floods, and wildfires. The NRG Coordinator's primary role is to aid in developing new NRGs and providing support to existing NRGs (such as current FireWise neighborhoods).

The Ideal Candidate

The successful candidate will be a familiar with Fairfax neighborhoods and our community, adept and gaining consensus and working with diverse groups of citizenry, comfortable with navigating competing priorities and opinions, and well versed in disaster and emergency management. The ideal candidate will also be adept at maneuvering in and around local government, and act ethically, with a keen sense of diplomacy, professionalism, and political acumen.



Essential Duties and Responsibilities

New NRG Development

- Identify neighborhood divisions within town
- Identify and engage neighborhood leaders and apartment complex managers to start NRG programs
- Organize and facilitate initial resident meetings
- Provide forms and information
- Assist in organizing steering committees for new NRGs and assist steering committees in filling volunteer block captain roles

Administration

- Maintain a database of neighborhoods and neighborhood leaders
- Provide routine updates to town leaders as requested
- Represent the NRG program at community meetings regarding disaster preparedness as needed
- Work with town staff on projects relating to NRG mapping and disaster relief asset identification



What We Offer



Report directly to the Town Manager.

Compensation of \$20.75 per hr.

An average annually of 10 hours a week of paid time

Receive California Paid Sick leave based on hours

Access to City copy and fax machines for materials

About the Town of Fairfax and the Surrounding Area

Nestled west of San Rafael, California, the town is surrounded by beautiful open space areas, hills, and valleys with hiking and mountain biking trails. Located appropriately 12 miles north of the Golden Gate bridge and proximate to the East Bay, San Francisco, the pastoral West Marin countryside, coastal



The Town of Fairfax located 3.25 miles west-northwest of San Rafael and just west of the Town of San Anselmo nestled in the west Marin County, California rolling hills is 2.2 square miles and home to about 7,500 residents. The Town seeks to preserve and support its vibrant and engaging local businesses. Town land uses are primarily residential.

The Town values diversity, and is committed to social justice, environmental quality, and climate resilience, and has appointed a Climate Action Committee to help usher in its first Climate Action Plan.

More information about Fairfax can be found at: <https://www.townoffairfax.org/>

How To Apply

Are you interested in this excellent opportunity?

To Apply:

Send your Resume and a Cover Letter explaining your interest in being the Town's first Neighborhood Response Group Coordinator and how you are qualified to :

Adam Politzer at
apolitzer@townoffairfax.org

Accepting Applications through
Open until filled



The Town of Fairfax is an
Equal Opportunity Employer