



Maryland State Firemen's Association

Job Title:	Regional Recruitment and Retention Coordinator	Job Category:	Administrative
Location:	Eastern Shore, Maryland	Travel Required:	Yes
Level/Salary Range:	\$12,000/year	Position Type:	Part-time, contractual
Date Posted:	September 27, 2021	Date Expires:	October 11, 2021

FAX OR EMAIL RESUME AND COVER LETTER TO:

KTomanelli@msfa.org

Subject Line: Eastern Shore Maryland Regional Coordinator

MAIL RESUME AND COVER LETTER TO:

Kate Tomanelli-Loveless
 Maryland State Firemen's Association
 2130 Priest Bridge Dr Suite 4
 Crofton, MD 21114

Job Description

ROLE AND RESPONSIBILITIES

The Eastern Shore Maryland Regional Recruitment and Retention Coordinator will be the regional contact for the Maryland State Firemen's Association SAFER Program Manager. The Regional Coordinator will operate under the supervision of the MSFA Executive Director and SAFER Program Manager to coordinate and promote local recruitment events, and share information from the MSFA leadership regarding recruitment and retention initiatives with the member departments in the Eastern Shore Maryland region.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Be at least 21 years of age
- Possess a current and valid driver's license
- Have experience recruiting and retaining fire/rescue volunteers
- Have a minimum of 3 years of experience in a volunteer or combination fire/rescue system in an Eastern Shore Maryland fire department or rescue squad

KNOWLEDGE OF:

- Basic fire service and EMS terminology and operational procedures.
- Techniques and programs that will successfully contribute to the recruitment and retention of fire and EMS volunteers
- Federal SAFER grant programs and reporting guidelines.
- Event planning

PREFERRED SKILLS

- Have excellent time management and organizational skills
- Be fluent in social media, such as Facebook, Twitter, and LinkedIn
- Microsoft Office, Adobe, knowledge of marketing platforms