

BAINBRIDGE ISLAND FIRE DEPARTMENT

JOB DESCRIPTION: Community Engagement Coordinator

Summary:

Official Job Title: Community Engagement Coordinator
Classification: Salaried, non-uniformed position, overtime eligible, union represented
Date Adopted: 10-22-2025

Major Function and Purpose:

The Community Engagement Coordinator is responsible for coordinating and supporting a broad range of community engagement efforts for the Department. This includes the development, implementation, and communication of public-facing programs such as educational outreach, community events, injury prevention initiatives, fire prevention, disaster planning, and other related campaigns designed to promote public safety and risk reduction. The Community Engagement Coordinator utilizes the best practices outlined by NFPA, FEMA, Safe Kids, and other recognized agencies focused on life safety, injury prevention and disaster preparedness. The Community Engagement Coordinator oversees community volunteers assisting with support services and community engagement.

Reporting Relationships:

The Community Engagement Coordinator will report to the Fire Chief.

Job Duties and Responsibilities:

Following are examples of duties and responsibilities that the Community Engagement Coordinator performs:

- Coordinate and manage Department communications across print, digital, and social media platforms.
- Coordinate and manage community programs.
- Maintain news media contacts and foster positive external communication opportunities and relationships.
- Manage and coordinate all inquiries for speakers, representatives or community relations requests.
- Establish and maintain relationships with social service agencies who are partners in Community Risk Reduction.
- Establish and maintain relationships with local community/civic organizations and service clubs to facilitate the dissemination of Department information and coordination of services and programs.
- Oversees volunteers assigned to assist with support services and community engagement efforts.

- Assist in the developing and monitoring of the community outreach and education budget.
- Research, coordinate, develop/modify, and implement Community Risk Reduction programs.
- Monitor fire service and general media for trends, changes, developments and learning opportunities.
- Monitor new media and electronic communication methods to enhance communications with the community.
- Act as a trainer for in-house education.

Skills and Abilities

- Knowledge of administrative principles and practices, with the ability to exercise sound judgement and make independent decisions that impact personnel, operations, and service quality.
- Skill in handling confidential, complex, and sensitive matters with discretion, tact, and diplomacy in a professional setting.
- Ability to build and maintain effective working relationships with employees, elected officials, stakeholders, and individuals from diverse backgrounds.
- Knowledge of strategic planning and operational forecasting.
- Ability to communicate effectively.
- Ability to coordinate the interests of diverse groups and individuals within the Community.
- Ability to maintain composure and provide guidance in high-pressure or emotionally charged situations.
- Willingness to accept constructive feedback, follow established policies and Procedures.
- Commitment to supporting and advancing the mission, vision, and values of the Department.
- Dedicated to lifelong learning.

Qualifications:

- Professional experience in public relations, marketing, journalism or related field OR any combination of training and/or experience that provides the required knowledge and abilities.

- Bachelor's degree with an emphasis in English, communications, education, journalism or other field or equivalent experience approved by the Fire Chief, required.
- Intermediate knowledge of common office computer applications (such as Microsoft 365, Adobe), social media, website publishing, and desktop publishing programs.
- Must have experience in effectively handling public inquiries and/or complaints.
- Knowledge of workflow planning and process improvement methodologies, with the ability to apply them effectively during time-sensitive or stressful circumstances.
- Must possess or obtain NFPA 1035 - Public Fire and Life Safety Educator I certification within one year of appointment.
- Experience in a public safety agency such as fire or law enforcement, preferred.

Additional eligibility requirements:

- Must have or be able to obtain a valid Washington State Driver's License, proof of current insurance, and the ability to be insured by the Department's insurance provider.
- Must pass a comprehensive background check.

Working Conditions:

Work is performed in an office environment at a fire station as well as public venues such as community centers or private homes and includes contact with Department members as well as the public and outside agencies.

May be subject to emergency call back in accordance with the CBA.

Attend meetings (occasionally outside of normal working hours), seminars, and conferences to keep up to date with statutes, regulations, and current procedures to ensure that assigned activities within areas of responsibility are compliant.

This job description does not constitute an employment agreement between the Employer and the Employee and is subject to change as the needs of the Employer and requirements of the job change.