



NEHALEM BAY FIRE RESCUE

is recruiting for a
Recruitment & Retention Coordinator – Firefighter/EMT

Posted: June 23, 2025

Compensation Range: \$59,988 – \$73,644 Annually DOQ

(Not including EMS incentive pay 2.5%-5%, on-call pay and overtime)

This is a response position, non-exempt and eligible for overtime compensation.

Benefits package: Medical/Vision/Dental Insurance, PERS Retirement, Paid Time Off, and Twelve (12) Annual Paid Holidays.

Minimum Position Requirements:

- A minimum of three (3) years of continuous service as a volunteer firefighter, or two (2) years or more of continuous full-time, line fire service employment
- Valid Oregon Driver's License
- Oregon EMT
- NFPA Firefighter I
- NFPA Fire Driver/Apparatus Operator
- Demonstrable experience in public speaking and social media use
- Experience working in a combination career/volunteer department/district
- Must pass background, medical evaluation, drug screen and CPAT

Desired Certification:

- Advanced EMT or Paramedic
- NFPA Public Information Officer
- NFPA Fire and Life Safety Educator
- Experience as a Fire Officer
- College Degree in Communications, Public Relations or Marketing

Residency Requirement: The District requires full-time staff positions to live within the boundaries of the Fire District. The District expects establishment of residency with six months of hire. The District may work with successful applicants if it takes longer.

To Apply: Please submit a completed application, a cover letter, two letters of recommendation and resume to Nehalem Bay Fire and Rescue District in person, via email or by US mail. **The application period ends Thursday July 17th at 5pm PST.** Assessment Process TBD. Projected start date for the position is mid-August 2025.

Applications are available at the District Office: 36375 Hwy 101 N. Nehalem OR, 97131, by calling 503-368-7590 during normal business hours to request one be sent to you, or by requesting via email at k.coyle@nbfrd.org

Contact Chief Frank Knight at f.knight@nbfrd.org with any questions about the position.

Nehalem Bay Fire & Rescue District is an Equal Opportunity Employer



NEHALEM BAY FIRE RESCUE

Job Description:

Recruitment Retention Coordinator – Firefighter/EMT

GENERAL STATEMENT OF DUTIES

The RRC position is a multi-role position for the District with a primary focus on Recruitment and Retention of District Volunteer Members. The scope of work involves responding to emergency calls, completing daily non-emergency operational tasks, and managing the Recruitment Retention Program with exceptional communication skills.

RESIDENCY

This position is required to reside within the boundaries of the Nehalem Bay Fire & Rescue District as a full-time resident.

SUPERVISION RECEIVED

The RRC works under the supervision of the Fire Chief, who assigns approved programs, goals, and general policies and evaluates the effectiveness of and conformance with District policy and organizational goals.

SUPERVISION EXERCISED

The RRC oversees all aspects of the District's Recruitment Retention Program. The RRC may be called upon to act in the capacity of a company officer, or work at various other command levels and direct personnel in emergency operations.

MINIMUM EXPERIENCE

- A minimum of three years of continuous service as a volunteer firefighter, or two years or more of continuous full-time fire service employment
- Valid Driver's License (must have Oregon License within 30 days of hire)
- Oregon EMT
- NFPA Firefighter I
- NFPA Driver/Apparatus Operator
- Demonstrable experience in public speaking and social media use
- Experience working in a combination career/volunteer fire department

DESIRED EXPERIENCE

- Advanced EMT or Paramedic
- NFPA Public Information Officer
- NFPA Fire and Life Safety Educator
- Experience as a Fire Officer
- College Degree in Communications, Public Relations or Marketing

EXAMPLES OF PRINCIPLE DUTIES

- Assist the Fire Chief in development and administration of the annual budget as related to the District's Recruitment Retention Program
- Work with the Training Officer to develop and publish the recruitment process from application through recruit training completion, and ongoing volunteer needs
- Ensure that District volunteer application records are accurately filed and maintained
- Assist volunteers in achieving goals with the purpose of keeping them engaged and moving forward in the organization
- Work closely with the Safety Committee and oversee the District's Health and Safety Program(s)
- Prepare reports and presentations and providing exceptional communications to the District, other government agencies, partner agencies, schools and the public
- Work with local fire departments, community colleges, schools, and other community partners to coordinate public outreach events
- Manage the District's public relations efforts through all mediums: social media posts, newspaper articles, radio interview/ads, reader board messaging, public speaking events, job/career fairs and the District's website
- Perform emergency response duties consistent with those of a Firefighter
- Perform emergency response duties consistent with those of an EMT
- Render prompt, efficient, and courteous service to promote goodwill between the District and the public
- Attend jobs specific level conferences, schools, seminars, and classes related to enhancement of the position
- Assist with routine facility, apparatus, equipment inspections and maintenance tasks
- Respond to certain emergency calls when off-duty and available in the District. These calls may include structure fires, wildland fires, motor vehicle accidents, water rescues, rope rescues, medical pack-outs, and medical codes. In general, any call that requires an engine response or that could be considered a labor-intensive call.

These are a general statement of duties and do not reflect the full aspect of the Recruitment Retention Coordinator Firefighter/EMT position.