



UNIFIED FIRE AUTHORITY

MEMORANDUM

24-043

March 19, 2024

TO: All Personnel

FROM: HR Director Day

SUBJECT: Job Announcement – IO Seasonal Community Support Position

The Information Outreach Division is currently recruiting for a Seasonal Community Support position. This position will report directly to the Information Outreach Staff Captain. The Seasonal Community Support position coordinates directly with the Staff Captain to deliver, maintain, and oversee department infrastructure used for community events and to assist PIOs in social and local media preparation. The Seasonal Community Support position is a temporary assignment staffed with a full-time sworn Firefighter from June 1, 2024, to October 1, 2024. To learn more about the position, please watch the following brief [video](#).

Attached is the job description containing a detailed description of the principal responsibilities and minimum qualifications for this position. The responsibilities include, but are not limited to, the following:

- Gathers, manages, and delivers information to internal and external customers.
- Researches, staffs, oversees, and coordinates UFA representation at school and community events.
- Promotes UFA events and coordinates UFA personnel participation.
- Supports the UFA Liaison Officers and other UFA personnel in building positive working relationships with the member cities, townships, Salt Lake County, and other key partner organizations.
- Works with other PIOs to engage UFA's community through the website, social media platforms, community events, and local media.
- Supports programs aimed at educating the public regarding department programs such as "Push to Survive."
- Provides backup for scheduling community events or station tours.
- Performs other duties of a similar nature or level.

Employees must be a Firefighter and have completed one (1) year of full-time employment in a sworn Firefighter position. The Seasonal Community Support position is considered a temporary assignment, not a promotion. This position will have no change in pay and will be converted to a day-staff rate, working a 40-hour week.

If you are interested in applying, please send a video interest detailing your qualifications and interest to Cal Ricotta at cricotta@unifiedfire.org by Wednesday, April 3, 2024. Video interests will be forwarded to Captain Barker and Director Easton for review; candidates will be contacted after the closing date. If you have any questions about the process, please contact me at kday@unifiedfire.org or at (801) 743-7124. For specific questions regarding the position, please contact Captain Barker at tbarker@unifiedfire.org or (385) 256-3876.