

Denton County ESD No. 1 – Job Description

JOB TITLE: Community Risk Specialist (aka Community Emergency Management Specialist)

DIVISION: Support Services – effective 01/02/2027

REPORTS TO: Director of Communications and Community Outreach

SUMMARY: The Community Risk Specialist assists the Director of Communications and Community Outreach in implementing community risk reduction, public education, emergency management, and community engagement initiatives. This position performs tactical and administrative work in support of District programs by coordinating events, developing educational materials, maintaining outreach records, and to assist with emergency management activities, thereby strengthening relationships with community partners.

The Community Risk Specialist serves as a key member of the District's community outreach team by helping execute programs that educate the public, promote life safety, and support the District's mission of preserving and protecting life and property through selfless service.

ESSENTIAL JOB FUNCTIONS:

This job description is intended to provide a representative summary of the major duties and key responsibilities. Additional job-related tasks may be required.

Community Risk Reduction

- Assist in implementing Community Risk Reduction (CRR) initiatives and public safety campaigns.
- Coordinate CPR/AED/STB awareness and training events, seasonal safety campaigns, and various Fire/EMS prevention activities.
- Maintain outreach statistics and assist with evaluating program effectiveness.
- Assist with collecting and organizing community risk data.

Public Education and Community Outreach

- Coordinate educational presentations for schools, businesses, civic organizations, churches, and neighborhood associations.
- Assist with organizing station tours, open houses, safety fairs, and community events.
- Develop educational brochures, displays, presentations, and informational materials.
- Represent the District at community outreach events.

Communications Support

- Assist with maintaining the District website and social media platforms.
- Draft social media posts, newsletters, news releases, and public information materials.
- Capture photographs and videos during District events.

Denton County ESD No. 1 – Job Description

- Assist with graphic design and communication materials using standard software applications.
- Help maintain branding consistency across District communications.

Emergency Management Support (primary role)

- Assist with community emergency management activities and preparedness education.
- Support emergency management planning and preparedness initiatives.
- Assist with emergency exercises, training events, and public preparedness campaigns.
- Provide administrative and logistical support during emergency activations as assigned.

Administrative Responsibilities

- Maintain outreach calendars, databases, reports, and program records.
- Track educational contacts, event attendance, and outreach metrics.
- Coordinate scheduling for community events and presentations.
- Assist with ordering outreach supplies and maintaining educational equipment.
- Perform other duties as assigned.

WORKING CONDITIONS:

- This position operates within a local government office setting and may require occasional coordination with emergency services support functions and activities.
- Works an administrative staff schedule. Exceptions include flexing his/her schedule for the needs of the district, such as attending training, after-hours community outreach or emergency management related activities, etc.
- During emergency incidents, the employee may be assigned support duties related to public information, community outreach, or emergency management.
- Safely operate an ESD vehicle to include lifting equipment or working with physical hardware and equipment to perform daily tasks.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Community Risk Reduction principles
- Public education techniques
- Emergency preparedness concepts
- Customer service principles
- Microsoft Office Suite
- Social media platforms
- Basic photography and graphic design
- Record keeping and report preparation

Denton County ESD No. 1 – Job Description

Skill in:

- Strong written and verbal communication.
- Excellent customer service.
- Public speaking and presentation.
- Organization and time management.
- Basic graphic design and content creation.
- Project coordination.
- Attention to detail.
- Ability to manage multiple assignments.

Ability to:

- Work effectively with diverse community groups.
- Build positive relationships with community partners.
- Present safety information in an engaging and understandable manner.
- Work independently while supporting team objectives.
- Maintain professionalism and confidentiality.
- Work occasional evenings, weekends, and community events.
- Assist during emergency incidents and activations when needed.

QUALIFICATIONS:

Minimum:

- Associate degree in Communications, Public Administration, Emergency Management, Fire Science, Education, Marketing, or any related field.
 - A bachelor's degree is preferred.
 - Equivalent combinations of education and experience may be considered.
- Two (2) years of experience in community outreach, public education, communications, customer service, emergency services, or a related field.
- Valid Texas Driver License.
- Ability to obtain FEMA ICS 100, 200, 700, and 800 certifications within one year of employment.

Preferred:

- Experience with local government, fire service, EMS, or emergency management.
- Experience with social media management and website content.
- Experience using Canva, Adobe Creative Suite, or similar graphic design software.
- CPR/AED Instructor or Fire & Life Safety Educator certification.
- Experience coordinating community events or educational programs.