Recruitment & Retention Coordinator

FY2025 FEMA SAFER Recruitment & Retention Project
Michigan Association of Fire Chiefs, Regions 7 & 8

Project recipient	Michigan Association of Fire Chiefs (MAFC)
Implementation partner	Michigan Rural EMS Network (MiREMS)
Reports to	Designated MiREMS Programs Manager, in coordination with MAFC project leadership
Open positions	Two grant-funded, contracted positions: one serving Region 7 (17 northern Michigan counties) and one serving Region 8 (15 Upper Peninsula counties)
Term and schedule	One-year contract, with possibility of renewal; up to 12 hours per week
Compensation	$30/hour; contractual rate
Travel	Regional travel required; occasional overnight travel

About the Opportunity

MAFC and MiREMS are seeking two individuals who are passionate about helping rural fire departments strengthen their volunteer and paid-on-call firefighter workforce. Each Coordinator will build relationships with departments in their assigned region, learn about local recruitment and retention challenges, and connect departments with practical resources and support. This is a part-time, contractual opportunity to make a meaningful difference in rural communities.

What You'll Do

- Connect with rural fire departments, build relationships, and encourage participation in the SAFER initiative.
- Help departments assess and identify recruitment and retention needs, and develop strategies for improvement.
- Support local recruitment outreach, volunteer engagement, and opportunities for future firefighters.
- Connect departments and prospective firefighters with available training, mentoring, and project resources.
- Provide follow-up and practical assistance to participating departments, working closely with the MiREMS project team.
- Keep accurate records of outreach, activities, and progress to support project reporting.

What We're Looking For

- Experience in the fire service and familiarity with rural fire departments strongly desired.
- Experience in recruitment, volunteer engagement, or community outreach.
- An approachable, self-motivated person who communicates well, builds trust, and works independently.
- Able to use with basic software such as Microsoft Office Suite, accurately track project activities, and work in cooperation with a regional project team.
- A valid driver's license, willingness to travel throughout the assigned region, and ability to meet grant-related requirements.
- As a contracted position, ability to provide a certificate of liability insurance.

Experience in the volunteer fire service is especially welcome, but we encourage applicants with transferable skills and strong community connections to express interest.

To Apply

Email resume and cover letter before 5:00 pm on Friday, December 11, 2026 to info@mirems.org.

No phone calls please