



TL'ETINQOX GOVERNMENT

P.O. Box 168, Alexis Creek, BC, V0L 1A0

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Health Phone: 250-394-4240 * Fax: 250-394-4234

Job Posting: Fire Smart Coordinator

Position: Fire Smart Coordinator

Location: Tl'etinqox Government Office, Alexis Creek, BC

Employment Type: Fixed-Term, Until 31 July 2026

Application Deadline: 13 March 2026

Position Summary:

The Tl'etinqox Government is in search of a highly skilled and organized individual to be the FireSmart Coordinator. The FireSmart team supports wildfire preparedness, prevention, and mitigation through public education, assessments, and mitigative work to reduce community risk from wildfires. The FireSmart Coordinator is responsible for the facilitation of FireSmart-related activities within the community.

FireSmart Coordinator Responsibilities:

- Community Engagement and Education.
- Leadership and Program Management.
- Oversee the design and implementation of the FireSmart recommendations in the CWRP.
- Recruit, supervise, coordinate, and provide training for FireSmart personnel.
- Coordinate FireSmart Assessments within the area and coordinate the implementation of the FireSmart Canada Neighborhood Recognition Program.
- Coordinate opportunities for staff to continue education in wildfire behaviour, structure ignition, wildfire hazards in the Wildland Urban Interface, and FireSmart mitigations for reducing wildfire risk.
- Collaborate and coordinate with other BC FireSmart Committee member agencies.
- Create or collaborate with a FireSmart working group, Community FireSmart Committee, and Resiliency Committee within the community and host monthly conference calls.
- Organize, plan, and participate in community fuel mitigation events.

Qualifications:

- Demonstrate exceptional interpersonal skills and ability to deal respectfully and tactfully with community members, co-workers, community representatives, and leadership.
- Experience with public safety education and/or emergency preparedness programs.
- Completion of FireSmart 101 and Wildfire Risk Reduction (WRR), or willing to complete.
- Local FireSmart Representative qualification or willingness to attain.
- Ability to collect information and store in computer-based systems, develop reports, develop databases.
- Knowledge of Microsoft, Google, and various social media platforms.
- Work effectively and cooperatively within a diverse team to achieve group and organizational goals.
- At least 1 year's related experience including supervisory, facilitation, and community engagement experience.
- Team player with strong attention to detail.
- Must be willing to participate in job-related workshops, training, seminars, and conferences to upgrade skills and training as required.
- Ability to communicate in English; knowledge of Tsilhqot'in language is an asset.
- Valid BC Driver's License, Class 5.
- Knowledge or experience with indigenous, historical, or artistic cultures is an asset.
- Previous experience working within a First Nation community or organization is preferred.
- Working knowledge of Federal/Provincial legislation and regulations that relates to emergency management.
- Must successfully pass a Criminal Record Check.

Work Conditions and Wage:

- Household/Door-to-door visits, work is a combination of outdoors and indoors in varying weather conditions.
- Physical labor, including lifting, carrying, and manual tasks, is required.
- Term-position, Until 31 July, 2026, 37.5 hours per week, Monday through Friday.
- Wages: \$30.00 per hour.

If this role interests you, please send your Resume and Cover Letter to Sidney Harry **by Friday 13 March 2026** at: safety@tletincox.ca.

We appreciate everyone's interest in the role, however only shortlisted applicants will be contacted.