



TL'ETINQOX GOVERNMENT

P.O. Box 168, Alexis Creek, B.C. V0L 1A0
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Summary of Position: The 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 Neighbourhood 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 and host monthly conference calls.
- Organize, plan, and participate in community fuel mitigation events.

Qualifications and skills:

- Demonstrate exceptional interpersonal skills and ability to deal tactfully with elected officials, co-workers, community representatives and the public.
- Work effectively and cooperatively within a diverse team to achieve group and organizational goals.
- Knowledge of Microsoft, Google, and various social media platform.
- 2 years related leadership experience including supervisory, facilitation, and contract management experience.
- Experience with public safety education and/or emergency preparedness programs.
- Completion of FireSmart 101 and Wildfire Risk Reduction (WRR).
- Local FireSmart Representative qualification or willingness to attain.
- Valid BC Class 5 Driver's License.

Work Schedule: May through October 33.5 hrs per week Monday through Friday

Wages: \$30.00 per hour: Send resumes to safety@tletincox.ca