

FireSmart Coordinator

Job Title: FireSmart Coordinator (FSC)

Date Prepared:

Reports to:

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 _____. The position will ensure that the FireSmart activities are supported, developed, and implemented following provincial guidelines and the direction and policy provided by the _____.

FireSmart Coordinator Responsibilities:

Community Engagement and Education:

- Act as the main point of contact for the _____ FireSmart Program.
- Coordinate public education work being completed through the Community Resiliency Investment (CRI) or Indigenous Service Canada FireSmart (ISC) funds.
- Organize/participate in Wildfire Community Preparedness Day, emergency preparedness fairs, community meals, farmer's markets, local sporting events, school presentations, and trade shows to distribute FireSmart information.
- Facilitate FireSmart education sessions.
- Create internal, external, and public communications related to FireSmart activities.

Leadership and Program Management:

- Seek and administer new FireSmart grant opportunities.
- Act as project lead for Community Wildfire Resiliency Plan (CWRP) development and liaison between the community and any consultants.

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- Oversee the design and implementation of the FireSmart recommendations in the CWRP
 - Recruit, supervise, coordinate, and provide training for FireSmart personnel.
 - Ensure _____ adheres to the FireSmart Marks Usage and FireSmart Brand Guidelines.

Assessment and Recommendations:

- Provide direction and assistance to implement FireSmart principles on private and community land areas.
- Coordinate FireSmart Assessments within the _____ area.
- 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.

Collaboration and Coordination:

- 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.

Fieldwork and Maintenance:

- Organize, plan, and participate in community fuel mitigation events.
- Work and travel in rural and remote areas.
- Perform other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Demonstrate exceptional interpersonal skills and ability to deal tactfully with elected officials, co-workers, community representatives and the public.
- Commit to actively uphold and consistently practice personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.
- Demonstrate written and oral communication skills including presentation and public speaking.
- Work effectively and cooperatively within a diverse team to achieve group and organizational goals.
- Ability to effectively deliver educational and outreach materials to a variety of audiences.
- Knowledge of Microsoft, Google, and various social media platforms

Required Qualifications:

- 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.

Preferred Qualifications:

- Experience with FireSmart and Wildfire Mitigation work.
- Completion of cultural sensitivity training.

Acceptance:

I have read and discussed the expectations for this position. My direct supervisor has explained the associated tasks to me, and I am prepared to accept these responsibilities:

Signature