

---

## **FireSmart Coordinator**

**Job Title:** FireSmart Coordinator

**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 in accordance with Provincial guidelines as well as with the direction and policy provided by the \_\_\_\_\_.

### **FireSmart Coordinator Responsibilities:**

Duties include, but are not limited to the following:

- Acts as the main point of contact for the \_\_\_\_\_ FireSmart Program.
- Seek and administer new FireSmart grant opportunities.
- Coordinate public education work being completed through the Community Resiliency Investment (CRI) funds.
- Create internal, external, and public communications related to FireSmart activities in the \_\_\_\_\_.
- Recruit, supervise, coordinate, and provide training for FireSmart personnel.
- Organize \_\_\_\_\_'s participation at community events such as Community Wildfire Preparedness Day, farmer's markets, local sporting events, school presentations, tradeshow, and more to engage with the public and distribute FireSmart information.
- Organize, plan, and participate in community fuel mitigation events.
- Provide direction and assistance to implement FireSmart principles on private and community land areas.
- Coordinate FireSmart Home Ignition Assessments within the \_\_\_\_\_ area.

- Coordinate the implementation of the FireSmart Canada Neighbourhood Recognition Program.
- Recruit motivated community leaders that can be mentored to work with self-organized groups of citizens as they plan and implement wildfire mitigations in their own neighbourhoods.
- Facilitate FireSmart 101 sessions.
- Create a FireSmart working group, Community FireSmart Committee, and Resiliency Committee within the \_\_\_\_\_ and host monthly conference calls.
- Collaborate and coordinate with other BC FireSmart Committee member agencies (BC Wildfire Service, fire departments, First Nations, BC Parks, etc.) in the area.
- 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.
- Ensure \_\_\_\_\_ adheres to the FireSmart Marks Usage and FireSmart Brand Guidelines.
- Work and travel in rural and remote areas.
- Perform other duties as assigned.

**Required Qualifications:**

- Two years of related leadership experience, including supervisory, facilitation, and contract management experience.
- Knowledge of fire prevention, FireSmart, and emergency preparedness programs.
- Knowledge of fire and public safety education, fire service operation, and emergency management.
- Ability to effectively deliver educational and outreach materials to a variety of audiences.
- Some knowledge of Microsoft and social media application software.
- Completion of FireSmart 101
- Local FireSmart Representative qualification or willingness to attain.
- Valid BC Class 5 Driver's License.
- Satisfactory Canada Criminal Record Check.

**Preferred Qualifications:**

- Experience with FireSmart and Wildfire Mitigation work.

---

**Required Knowledge, Skills and Abilities:**

- Demonstrates exceptional interpersonal skills and demonstrates ability to deal tactfully with elected officials, co-workers, community representatives and the public on various matters, including those of a sensitive nature.
- Demonstrates written and oral communications skills, including exceptional presentation and public speaking.
- Physically able to perform the duties of the position, punctual, organized, and dependable.

**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