



ORGANIZATION: Splatsin
LOCATION: Enderby, BC
JOB: FireSmart Coordinator
POSITION TYPE: Contract (6-month term)
WORKING HOURS: 35/week
WAGE RANGE: \$34-38/hour

THE OPPORTUNITY:

Reporting to the Emergency Program Coordinator, the Fire Smart Coordinator will facilitate Fire Smart activities within the Splatsin Nation. This position will support wildfire preparedness, prevention and mitigation through public education, assessments, and mitigative work to reduce community risk from wildfires.

The Fire Smart Coordinator will also assist in aspects of emergency management operations, including training and development, creating rules, regulations, policies, and procedures, and preparing reports.

DUTIES AND RESPONSIBILITIES:

- Act 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 and signage related to safety, fire prevention and FireSmart activities.
- Organize open houses and participate in community events and outreach programs, as identified in the funding agreement, such as Community Wildfire Preparedness Day, National Indigenous Peoples Day, local events, school presentations, exhibitions, tradeshow, community group meetings and more to engage and educate the public on fire safety, prevention, FireSmart information, and emergency notifications.
- Help organize, plan, and participate in community fuel mitigation events, as per Splatsin's working group.
- Provide direction and assistance to implement FireSmart principles on private and community land areas.
- Work with the Emergency Program Coordinator to create a strategic plan for FireSmart Home Assessments within Splatsin's community as an initial step towards developing a future program where recommendations will be provided homeowners on how to reduce the risk of loss and damages in the event of a wildfire.
- Review and assess the FireSmart Canada Neighbourhood Recognition Program in order to prepare for future implementation of the program.
- Identify, engage with, and educate community ambassadors to plan and implement wildfire mitigations in their own neighbourhoods.
- Facilitate FireSmart 101 sessions.
- Create a FireSmart working group, Community FireSmart Committee and Wildfire Resiliency Committee within the community and host monthly meetings.



- Alongside the Emergency Program Coordinator, collaborate and actively work with other BC FireSmart Committee member agencies (BC Wildfire Service, fire departments, First Nations, BC Parks, etc.) in the area.
- Alongside the Emergency Program Coordinator, create 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.
- Using assigned work plan, create informative education materials to be utilized and presented to different community groups, including but not limited to, schools, recreation programs, and community events.
- Coordinate and make recommendations on wildfire mitigation activities such as vegetation management and suppression equipment.
- Alongside Emergency Program Coordinator, you will be responsible for managing and overseeing Community Wildfire Resilience Plan.
- Assist in training and development for on-call firefighters, including developing, coordinating, planning, and executing all necessary training sessions and maintaining training records.
- Assist in budget preparation, strategic planning, and goal setting for the department.
- Assist the Emergency Management Coordinator with coordinating, developing and maintaining the emergency response for the community.
- Writes and prepares reports. Assists in preparing reports and recommendations for committee meetings; attends committee and Council meetings when necessary.
- May act as Emergency Program Coordinator during their absence.
- Performs other assigned duties as required by the Emergency Program Coordinator or Director, Infrastructure Services.

REQUIRED SKILLS:

- Exceptional interpersonal and leadership skills; excels at building effective working relationships with volunteers, the public, elected officials, regional staff and other partners in a team environment.
- Strong teamwork skills demonstrated through effective collaboration within multidisciplinary teams, actively contributing towards shared goals and overarching vision.
- Strong organizational and communication skills with the ability to effectively communicate verbally and in writing.
- Experience with FireSmart Programs and understanding of management of FireSmart programs.
- Experience in administration with suitable computer skills, including the ability to produce reports and plans for the Council, Executive Director, committees, and public groups.
- Ability to exercise sound decision-making and considerable judgement that reflect well on the department and organization.
- Ability to act with tact and discretion around sensitive issues or situations and to maintain strict confidentiality as may be required or appropriate.



QUALIFICATIONS:

- 3 years of experience in similar type role (a combination of experience, education, and relevant certifications will be considered).
- Relevant trades certificate or diploma an asset.
- Proven experience and success effectively managing and responding to emergencies with the ability to maintain a professional and calm demeanor while navigating any conflicts that may arise.
- Ability to manage external stakeholders and volunteers as it pertains to emergency services.
- Knowledge of Fire Smart provincial codes, regulations, acts and standards.
- Completion of Fire Smart 101 is considered an asset.
- Knowledge of fire and public safety education, fire service operation, and emergency management.
- Able to effectively deliver educational and outreach materials to a variety of audiences.
- Local Fire Smart Representative qualification or willingness to attain.
- Experience with Fire Smart and Wildfire Mitigation work is preferred.
- Be able and willing to work both days and evenings, any day of the week to facilitate community engagement activities.
- Level 1 First Aid required, or willingness to obtain.
- Valid BC Class 5 Driver's license.

PRE-EMPLOYMENT REQUIREMENTS:

- Clean Driver's Abstract
- Clear Background Check

As per Section 41 of the BC Human Rights Code, preference may be given to qualified applicants from the Splat'sin Community and those of Aboriginal Ancestry.