



April 2024

DISTRICT OF COLDSTREAM

JOB DESCRIPTION

POSITION: **FIRESMART COORDINATOR**

REPORTS TO: Manager of Protective Services

SUPERVISES: None

Reporting to the Protective Services Manager, the FireSmart Coordinator is responsible for the leadership and facilitation of FireSmart related activities within the District of Coldstream. The position ensures that FireSmart activities are supported, developed and implemented in accordance with Provincial guidelines and the direction and policy provided by the District of Coldstream.

Primary Duties and Responsibilities:

- Acts as the main point of contact for the District of Coldstream FireSmart program.
- Liaises with other levels of government, such as BC Wildfire, and with UBCM to identify opportunities to complete FireSmart projects.
- Seeks and administers new FireSmart and fuels management grant opportunities.
- Coordinates fuels management projects.
- Coordinates public education work being completed through the Community Resiliency Investment fund such as public forums, education, and demonstrations, including:
 - Organizing, planning, and participating in events to accomplish the goal of educating the public about the FireSmart principals;
 - Attending tradeshow, wildfire preparedness days, community events, Farmers Markets, etc. to engage with the public and distribute information regarding the FireSmart principals.
- Assists with internal, external, and public communications related to FireSmart activities.
- Oversees work performed by contractors and volunteers.
- Performs other duties as required.
- All persons employed by the District of Coldstream will be required to assist the District in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Minimum 3 years experience working with wildfire mitigation, planning, response, recovery, or equivalent.
- Minimum 1 year experience in program delivery, program management, or equivalent.
- Valid BC Drivers' License Class 5.
- An equivalent combination of education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Knowledge of contemporary Wildland Urban Interface (WUI) fuels management practices.
- Exceptional interpersonal skills and ability to deal tactfully with co-workers, community representatives and the public on various matters, including those of a sensitive nature.
- Strong written and oral communication skills, including presentation and public speaking skills.
- Ability to write reports and grant applications.
- Proficient use of information technologies (computers, mobile devices, etc.) including Microsoft Office 365, presentation development tools, online education programs, and social media channels.
- Demonstrated ability to deliver educational and outreach materials to a variety of audiences.
- Strong time management and organizational abilities.
- Physically able to perform the duties of the position; ability to walk on even and uneven surfaces, potentially during adverse weather conditions.
- Proven self-starter and ability to work with minimal supervision.
- Willingness to attain Local FireSmart Representative and Wildfire Mitigation Specialist designation.
- Ability to travel within the Okanagan region for meetings and related work.
- Ability to work flexible hours including evenings and weekends.
- Ability to obtain and maintain an acceptable Police Information Check.