



Job Opportunity: Nakusp FireSmart Coordinator and Representative

Nakusp's FireSmart program is looking for one or two motivated individuals to fill the roles of a FireSmart Coordinator and a FireSmart Representative. FireSmart is a community led program intended to educate, promote, and implement wildfire mitigation efforts in wildfire interface communities. The Nakusp FireSmart Program Coordinator will be responsible for program planning, communication, education and outreach. The Local FireSmart Representative will be responsible for conducting wildfire hazard assessments within the Village of Nakusp and interface areas.

For more information and a full job description please visit

NakuspCommunityForest.com/projects/firesmart-program/

Two positions available - *Candidates may be considered for one or both positions*

1. Program Coordinator

Contract term is from May 15th, 2017 – December 31st 2017

Part-Time – a total of 110 hours for duration of contract to be scheduled as required to meet program requirements

Contract rate is \$40/hour all found (including WCB, general liability insurance, travel, equipment)

2. Local FireSmart Representative

Contract term is from July 1st, 2017 – August 31st 2017

Part-Time – a total of 40 hours for duration of contract scheduled as required to meet program requirements

Contract rate is \$40/hour all found (including WCB, general liability insurance, travel, equipment)

Application deadline: April 18, 2017

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the positions by email to Frances Swan, Project Manager, Nakusp & Area Community Forest at f.swan@truenorthforestry.com

Program Coordinator

Job Description:

- Overall program planning – ensuring project costs and activities meet established objectives, funding eligibility requirements and allocated budget
- Develop a FireSmart Community Plan outlining priority areas and possible solutions to mitigate the fire hazard in the community
- Prioritize areas for FireSmart activities within the Village of Nakusp and surrounding 2km wildland urban interface

- Develop and distribute FireSmart educational materials – this may include attending events, distributing information handouts, and utilizing social media to promote FireSmart principles
- Consult with stakeholders, community members, the Village of Nakusp, Fire Department, BC Wildfire Service, and FireSmart Canada regarding proposed FireSmart activities
- Work closely with Nakusp’s Community FireSmart Board of Directors to set program goals, actions, and direction
- Prepare plans and reports using FireSmart templates and materials

Qualifications:

- Project management experience with a background in education and outreach preferred
- Strong verbal and written communication skills
- Proficient with Microsoft Word, Excel, PowerPoint, and social media platforms
- Experience coordinating volunteers, event planning, or previous leadership experience will be considered an asset
- Flexible schedule

Local FireSmart Representative

Job Description:

- Conduct Wildfire Hazard Assessments and Field Reviews (training available)
- Work closely with Program Coordinator

Qualifications:

- Able to work independently and conduct light field work
- Good communication and public engagement skills

Please contact Frances Swan at f.swan@truenorthforestry.com for more information about the FireSmart Program or job opportunities.