

## FireSmart Coordinator

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### **JOB SUMMARY:**

Under the supervision of the Fire Chief/Emergency Coordinator, the FireSmart Coordinator serves as the primary point of contact for the District's FireSmart Program, delivering wildfire safety initiatives tailored to the community's needs. This position supports wildfire preparedness, prevention, and mitigation efforts within the District of Highlands by engaging residents through public education, organizing community events, and supporting FireSmart activities that promote safer homes and neighbourhoods.

### **KEY RESPONSIBILITIES:**

- Serve as the primary point of contact for the FireSmart Program.
- Coordinate and deliver FireSmart programming tailored to community needs.
- Plan, facilitate, and participate in public education events and outreach sessions.
- Organize and support wildfire resiliency projects in collaboration with the community.
- Coordinate and conduct FireSmart home and community assessments, and prepare reports outlining findings, recommendations, and mitigation strategies.
- Develop and distribute internal, external, and public communications related to FireSmart activities.
- Promote FireSmart education, training, and certification opportunities.
- Provide guidance on applying FireSmart principles on private and community lands.
- Identify and prioritize high-risk wildfire areas for focused mitigation efforts.
- Lead budget development and financial oversight for FireSmart programs.
- Manage year-end financial activities, including grant reporting and compliance.
- Identify, apply for, and manage FireSmart and other grant opportunities.
- Oversee delivery of public education and outreach initiatives.
- Liaise with BC FireSmart Committee member agencies and related organizations.
- Lead or actively participate in the Greater Victoria Community FireSmart and Resiliency Collaborative (GVCFRC).
- Collaborate with the Planning Department and Fire Chief to integrate FireSmart strategies into local planning and development processes.

- Act as project lead for the Community Wildfire Resiliency Plan (CWRP), coordinating with consultants, foresters, and stakeholders
- Support CWRP development and implementation, including fuel management and prescribed fire initiatives, as appropriate.
- Coordinate with BCWS zone staff to promote cross-training and inter-agency collaboration.

### **WORKING CONDITIONS**

- This position involves both office-based and field work, including outdoor activities in various weather conditions.
- Occasional evening and weekend work may be required to support public education events and emergency response activities.
- Physical demands may include walking on uneven terrain, lifting materials, and setting up event equipment.
- Travel within the District and surrounding areas is required; a District vehicle may be provided for work-related travel.
- The role may be required to support emergency operations during emergency responses.

### **REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

- Strong interpersonal skills, ability to work diplomatically with officials, colleagues, community members, and the public.
- A high degree of self-motivation, interest in taking initiative, and the ability to work independently.
- Excellent written and verbal communication skills, including public speaking and presentation delivery.
- Ability to communicate complex information clearly to a wide variety of audiences.
- Proficiency in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook), and social media platforms.
- Ability to work well under pressure and adapt smoothly to changing priorities.
- Organized and detail-oriented, with the ability to perform multiple duties simultaneously while meeting deadlines.

### **REQUIRED QUALIFICATIONS (minimum)**

- Post-secondary education in a related field (e.g., emergency management, forestry/natural resources, environmental studies, public administration, communications) or an equivalent combination of education and experience.

- A minimum of 1 year of related experience supporting community programs, public education/outreach, or emergency preparedness (local government, non-profit, public sector, or similar).
- Completion of FireSmart 101 and Wildfire Risk Reduction (WRR) training, or willingness and ability to obtain within 6 months of hire.
- Local FireSmart Representative (LFR) certification, or willingness and ability to obtain within 6 months of hire.
- Valid BC Class 5 driver's licence.
- Access to a mobile phone to receive work-related authentication, security, and system access requests.
- Successful completion of a Criminal Record Check.

### **PREFERRED QUALIFICATIONS**

- Experience delivering FireSmart, wildfire mitigation, emergency preparedness, or community resilience programs.
- Experience conducting home assessments, site visits, and/or risk assessments, and writing clear summary reports.
- Experience supporting grant applications and grant reporting (e.g., budget tracking, progress reporting, compliance documentation).
- Training in public education and outreach (e.g., NFPA 1035 Public Education Level I or equivalent).
- Familiarity with Community Wildfire Protection Plans (CWPP), Community Wildfire Resiliency Plans (CWRP), and FireSmart principles and practices.
- Incident Command System training (e.g., ICS-100).
- Experience working with rural and/or interface communities and building partnerships with local agencies, community organizations, and residents.