



qathet REGIONAL DISTRICT

FIRESMART COORDINATOR

The qathet Regional District (qRD) is seeking an experienced and versatile coordinator for a contract FireSmart Coordinator position. This role offers the flexibility of variable hours, making it an excellent opportunity for professionals seeking project-based work.

ROLE OVERVIEW:

Reporting to the General Manager of Emergency Services, the FireSmart Coordinator will coordinate the administrative and operational delivery of the qRD's Regional FireSmart Program on a contract basis, working as needed to meet the program's demands. The seasonality of the FireSmart Program means the work will range throughout the year between Part-Time to Full-Time. This opportunity is ideal for someone who is adaptable, and able to manage a variety of program coordination and delivery needs on a flexible schedule.

KEY RESPONSIBILITIES AND FOCUS:

FireSmart Public Outreach and Education

The FireSmart Coordinator will coordinate a dedicated team of trained Local FireSmart Representatives across the region, ensuring they are supported with training and materials. Promoting public education is the qRD's Regional FireSmart Program's primary focus. Community FireSmart education includes residential FireSmart property assessments, neighbourhood FireSmart cleanups, and administering a rebate program for residential FireSmart improvements.

Interagency Critical Infrastructure FireSmart Assessments

The FireSmart Coordinator will lead the FireSmart Committee comprised of collaborating agencies to facilitate FireSmart initiatives across the region including the coordination of interagency and cross-training events. The FireSmart Coordinator will be the principal contact overseeing the qRD's regional Structure Protection Unit, ensuring its functionality and availability for the region's fire services. Working with the local governments' management team, the FireSmart Coordinator will ensure a schedule of FireSmart assessments for identified critical infrastructure.

FireSmart Program Coordination

Staying current with FireSmart BC and FireSmart Canada program initiatives is essential. The FireSmart Coordinator will work with qRD management to confirm FireSmart Program priorities, pursue grant funding applications and maintain the ongoing program administrative needs. The FireSmart Coordinator will provide an annual report to the Board of Directors on the FireSmart Program's achievements and challenges.



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If you are passionate about public safety and response, enjoy community events and agency coordination, and supporting the administrative needs for local government emergency planning, we invite you to apply for this exciting opportunity.

PREFERRED EDUCATION, EXPERIENCE & TRAINING:

1. Relevant Bachelor's degree such as Emergency Management, Wildfire Services Training, or a related field, or an equivalent combination of education and experience.
2. 3+ years experience in emergency coordination or wildfire management.
3. Proficiency in software like MS Office, Google Suite.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of FireSmart BC or FireSmart Canada Programs.
2. Administrative skillset, grant writing ability is essential.
3. High degree of diligence, efficiency and attention to detail.
4. Proactive, self-starter with strong ability to deliver on priorities and deadlines by staying organized, managing time and work effectively under pressure.
5. Embodies being a life-long learner committed to continuous improvement personally, professionally and within the organization.
6. Positive “can do” attitude with high level of professionalism with the ability to work independently and collaboratively when needed.
7. Excellent interpersonal skills and a service first attitude, with ability to establish and maintain relationships across the organization dealing with a diversity of people in a calm, courteous, and effective manner.
8. Excellent oral and written communication skills.
9. High degree of professionalism and sound judgment.
10. Ability to respond to emergent requests from local governments, fire services, partner agencies, and the general public.



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SUBMISSION INSTRUCTIONS:

Interested individuals are invited to submit a proposal outlining their relevant experience and how they would approach the responsibilities of this role. In your proposal, please include:

- A brief summary of your relevant experience, including specific areas of expertise (e.g., FireSmart, wildfire training, program coordination, etc.).
- A description of your availability and preferred working hours.
- Examples of past employment or contract work in a related field (if applicable).
- Your hourly rate or fee structure for contract work.
- Any additional relevant qualifications or certifications.

Please email your proposal no later than May 27, 2025 to:

Ryan Thoms, General Manager of Emergency Services
qathet Regional District
Email: rthoms@qathet.ca