



SAIK'UZ FIRST NATION

FIRESMART COORDINATOR

Supervisor: General Manager and Fire Chief

Term: Full-time, Permanent

Job Summary

As the FireSmart Coordinator, you will lead community wildfire preparedness and education for Saik'uz First Nation. You'll coordinate FireSmart activities, training, and grant projects while supporting community engagement and resilience. This role includes public outreach, planning events, overseeing assessments, supervising staff, and implementing recommendations from the Community Wildfire Resiliency Plan.

You'll also collaborate with local and provincial agencies, lead fuel mitigation efforts, and act as coverage for the Fire Chief when necessary.

Duties & Responsibilities

Community Engagement and Education

- Act as the main contact for the Saik'uz FireSmart Program
- Coordinate public education efforts through CRI and ISC FireSmart funding
- Organize and participate in community events to share FireSmart information (e.g., fairs, markets, presentations)
- Facilitate FireSmart education sessions for a variety of audiences
- Create internal and public communications related to FireSmart initiatives

Leadership and Program Management

- Seek and manage FireSmart grant opportunities
- Serve as project lead for the Community Wildfire Resiliency Plan (CWRP)
- Oversee the implementation of CWRP FireSmart recommendations
- Recruit, train, and supervise FireSmart staff
- Ensure adherence to FireSmart brand and usage guidelines

Assessment and Recommendations

- Support community members in applying FireSmart principles to private and shared lands
- Coordinate FireSmart home and land assessments in Saik'uz territory
- Lead implementation of the FireSmart Canada Neighbourhood Recognition Program

- Create opportunities for staff to expand knowledge in wildfire behaviour, structure ignition, and mitigation

Collaboration and Coordination

- Liaise with the BC FireSmart Committee and member agencies
- Support or establish a local FireSmart working group or Community FireSmart/Resiliency Committee
- Host and participate in monthly calls or meetings

Fieldwork and Mitigation

- Organize and lead community fuel mitigation events
- Work in rural and remote areas and travel as needed

Qualifications & Skills

- FireSmart 101 and Wildfire Risk Reduction (WRR) completed
- Local FireSmart Representative qualification or willingness to obtain
- 2 years of experience in leadership roles including staff supervision, facilitation, and contract management
- Experience in FireSmart or wildfire mitigation work
- Experience with public safety education or emergency preparedness
- Strong communication and public speaking skills
- Excellent interpersonal skills with tact and professionalism
- Comfortable working within a diverse team and engaging the public
- Experience delivering outreach materials to different audiences
- Cultural sensitivity training completed
- Knowledge of Microsoft, Google Workspace, and social media platforms
- Valid BC Class 5 driver's licence

Salary & Benefits

- Wage: \$58,500 annually
- Benefits after 3-month probation: Medical and pension plan
- Paid leave: Vacation and sick days

To apply, submit your resume to resume@saikuz.com or to the Saik'uz Band Office (135 Joseph St., Vanderhoof, Saik'uz Territory). If submitting via email, include the position title in the subject line.

**We thank everyone for their interest; however,
only those selected for an interview will be contacted.**