



FireSmart Coordinator Employment Opportunity Lands Department – full time fixed term

The Ditidaht First Nation, is pleased to offer an employment opportunity for the full-time fixed term **FireSmart Coordinator** position within the Lands Department available immediately until June 3, 2022.

This new position is responsible for building resilience to wildfire within the Ditidaht First Nation traditional territory and the multiple communities around the Cowichan and Nitinaht Lakes. The **FireSmart Coordinator** will ensure that the FireSmart activities are supported, developed and implemented in accordance with Provincial guidelines and the direction and policy developed by the Lands Department. The position applies wildland fire hazard assessment processes and appropriate mitigation measures available to individual or small groups of homes in ways that will aid residents in working together to reduce wildfire risks in the community.

The **FireSmart Coordinator** will work out of their home-based office and will work out of the Lands Department office as required.

Training in the following areas will be provided: Standard First Aid and CPR, Chainsaw safety and operation, project management, archeological site identification, and Fire Smart Landscape.

A Valid Class 5 driver's licence and reliable truck plus a clean driver's abstract and appropriate insurance is required.

DUTIES AND RESPONSIBILITIES

- Works in consultation with the Manager to develop the FireSmart program and policy;
- Leads the FireSmart program and spreads awareness of FireSmart principles within the community through FireSmart events, clean ups, and meetings;
- Liaises and builds relationships with other Nations and government;
- Develops and delivers educational initiatives on FireSmart activities and risk reduction measures through monthly community meetings and events; Organizes and coordinate community meetings and activities;
- Mitigates wildfire risk to community homes and other building structures by completing semi-annual assessments and provides recommendations for treatments to reduce wildfire hazards;
- Maintains records of home assessments and follows up to ensure recommended treatments are followed, and provides guidance and direction to assist in the completing of treatments;
- Prepares regular progress / monthly reports to the Manager; prepares and submits regular activity and narrative reports and statistics to appropriate agencies and the community;
- Attend tradeshow, wildfire preparedness days, community events, etc. to engage with the public and distribute information regarding the FireSmart principals;
- Applies for funding for future projects;
- Creates and maintains electronic and hard file systems;
- Gathers researches and edits material for internal and external audiences;
- Develops, distributes and maintains accurate meeting minutes and records of decisions, when requested.

Qualified applicants are invited to email their resume and cover letter (including salary expectations) to Monty Horton, Lands Administration Consultant at landsmanager@ditidaht.ca no later than 4:00PM on Friday, July 23, 2021.

For further information about this position please contact Monty Horton at 250-745-3333.

Preference will be given to persons of Indigenous ancestry.

*The **FireSmart Coordinator** is considered a position of trust; therefore, a Criminal Record check will be conducted on the proposed employee.*

Thank you for your interest in this position, only those short listed will be contacted further.