



huu ay aht

ANCIENT SPIRIT, MODERN MIND

**Job Posting  
Local FireSmart Representative**

<b>Title</b>	Local FireSmart Representative
<b>Classification</b>	Technical
<b>Reports to</b>	Emergency Program Coordinator / FireSmart Coordinator(s)
<b>Level &amp; Salary</b>	\$22/hr
<b>Hours per week</b>	20
<b>Days per week</b>	Variable, up to 5
<b>Contract Length</b>	April 1 – August 30

**Summary of Position**

**A term, part-time position that will: Build skills. Protect the community. Support Huu-ay-aht lands and homes.**

Huu-ay-aht First Nations is seeking a motivated and community-minded individual to join the Emergency Program as a Local FireSmart Representative. This is a great opportunity for a **Huu-ay-aht Citizen or youth** who wants to gain hands-on experience in wildfire preparedness, emergency management, public education, and community safety.

The FireSmart team supports wildfire prevention, preparedness, and risk reduction through public education, property assessments, and mitigation activities. Reporting to the Emergency Program Coordinator and FireSmart Coordinator, the Local FireSmart Representative will work closely with community members to support FireSmart planning and activities that help protect homes, infrastructure, and community spaces from wildfire risk.

This role is ideal for someone who enjoys working with people, being outdoors, learning practical skills, and making a meaningful contribution to the Nation.

**Huu-ay-aht Citizens and youth are strongly encouraged to apply.**

**Key Responsibilities**

Duties include, but are not limited to, the following:

- Conduct FireSmart Home Ignition Zone Assessments, Critical Infrastructure Assessments, and Neighbourhood Wildfire Hazard Assessments.
- Deliver FireSmart educational presentations to community members.
- Organize and participate in Wildfire Community Preparedness Day, emergency preparedness fairs, community meals, farmers' markets, local sporting events, school presentations, and trade shows to share FireSmart information.
- Provide direction and assistance to implement FireSmart activities on private and community land areas.
- Complete assessments required for participants in the Community Resiliency Investment private land rebate initiative and ISC-FNESS on-reserve FireSmart program.
- Participate in in-house training and certification as required.

**Office:** Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555/ 250.728.3414 Fax: 250.728.1222

**Mail:** Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 Phone: 250.723.0100 Fax: 250.723.4646



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- Work and travel in rural and remote areas.

### **Required Knowledge, Skills, and Abilities**

- Strong interpersonal skills and the ability to work respectfully with elected officials, co-workers, community members, and the public.
- A commitment to diversity, inclusion, cultural awareness, and safe workplace practices.
- Strong written and verbal communication skills, including presentations, outreach, and public speaking.
- Ability to work effectively and cooperatively as part of a team.
- Ability to follow oral and written instructions with minimal supervision.
- Ability to work closely with the public in both one-on-one and group settings.
- Knowledge of, or willingness to learn about, practical wildfire mitigation measures for individuals and neighbourhoods.

### **Required Qualifications**

- Knowledge of public safety education and/or emergency preparedness programs.
- Completion of FireSmart 101 and Wildfire Risk Reduction, or willingness to complete the training.
- Local FireSmart Representative qualification, or willingness to attain it.
- Grade 12 diploma.

### **Preferred Qualifications**

- Experience with FireSmart and wildfire mitigation work.
- Completion of cultural sensitivity training.
- Adequate physical fitness to perform manual outdoor work.
- Interest in emergency management, public safety, environmental stewardship, or community-based work.

### **Location**

This position will be based out of the Anacla Government Office and may require travel to Port Alberni and other locations for training.

### **Extension Opportunity**

Based on the availability of funding, the Local FireSmart Representative may have the opportunity to transition into the **Emergency Technician** role to support other Emergency Program initiatives.

### **How to Apply**

Please email your resume and cover letter to **HR at [hr@huyuayaht.org](mailto:hr@huyuayaht.org)** to be considered for this opportunity. Please quote **Local FireSmart Representative** in the subject line. This posting will remain open for **2 weeks** and closes at **3:59 p.m. on April 9, 2026**.

łeekoo łeekoo for your interest in working with Huu-ay-aht First Nations Government.

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**Vision** - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.*

**Mission** - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

### **Huu-ay-aht First Nations Values**

#### **PROFESSIONALISM**

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself, and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

#### **RESPECT**

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and do not judge
- Basic Etiquette – remember the common courtesies, kindness & compassion
- lisaak
- Observe protocol and ceremony

#### **HEALTH**

- A healthy body, mind and soul through proper diet, sleep, and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh

- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

#### **EFFECTIVE COMMUNICATION**

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

#### **Trust**

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, do not harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or are not doing
- Be happy and enjoy your work life

#### **SUPPORT**

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other