



FireSmart Program Coordinator

Regional District of Central Kootenay

FIRESMART PROGRAM COORDINATOR

FULL-TIME—TERM
Until December 31, 2026

The FireSmart Program Coordinator is responsible for leading the facilitation of the FireSmart related activities within the RDCK. The Coordinator will ensure FireSmart activities are supported, developed and implemented in accordance with Provincial guidelines as well as the direction and policy of the RDCK

The FireSmart Program Coordinator will take the lead role in delivering regional FireSmart programming, FireSmart outreach, supervise & support the seasonal Wildfire Mitigation Specialists and support the Disaster Mitigation and Adaptation Senior Advisor liaise with program partners, stakeholders, response agencies and the public.

REQUIRED QUALIFICATIONS & EXPERIENCE:

- A minimum of two years of experience in Forestry, Natural Resource Management, Structural Firefighting, Wildland Firefighting, Emergency Management, or FireSmart Coordination, including at least one year of related leadership experience with the ability to supervise and facilitate teams.
- An equivalent combination of education and experience would be considered for this position
- Previous experience delivering education and training in a professional setting
- Ability to effectively deliver educational and outreach materials to a variety of audiences
- Knowledge of Microsoft Office suite and social media application software
- Successful completion of S100 Fire Suppression or SPP-WFF1 course
- Valid Local FireSmart Representative Certificate, Wildfire Mitigation Specialist Certificate or equivalent or willingness to attain
- Valid First Aid training
- Valid Class 5 BC Driver's License and a satisfactory Driver's Abstract
- Satisfactory Criminal Record Check

A job description with the full list of required knowledge, skills and abilities, can be found on our [Jobs Page](#).

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrated exceptional interpersonal skills and ability to deal tactfully with elected officials, co-workers, community representatives and the public on various matters, including those of a sensitive nature
- Demonstrated written and oral communications skills including exceptional presentation, public speaking and report writing and review.
- Ability to use information technologies (computers, mobile devices, etc.) including familiarity with presentation development tools, education programs, and social media applications
- Physically able to perform the duties of the position, punctual, organized and dependable
- Ability to work and travel alone in rural and remote areas

Preference will be given to those who currently hold a position as an RDCK Wildfire Mitigation Specialist. This is a temporary assignment to backfill a vacancy.

This is a full-time, benefited position of 35 hours per week and the normal starting hourly wage is \$38.46 with a range from \$36.79—\$41.80/hour, depending upon education and experience.

To apply please complete our online form here:

[Employment Application](#).

Applications submitted in the form of a resume & cover letter will be accepted

until 9:00 am June 29, 2025.

Thank you for your interest in working with the Regional District of Central Kootenay. All submissions will be acknowledged although only those individuals shortlisted to participate in the interview/testing process will be contacted. This posting may be used to fill other similar positions within the RDCK over the next six months.

For more information or to apply go to:

RDCK.ca or 250.352.1515