

FireSmart Canada Role Level 4

FireSmart Program Coordinator

Role Description

Role Level 4:

FireSmart Program Coordinator

Note: This is a general role description. Each hiring organization may modify this role description and requirements according to their needs.

Purpose:

The FireSmart Program Coordinator is responsible for coordinating FireSmart Canada programming within a community, municipality or regional jurisdiction to support wildland fire preparedness, prevention and mitigation to reduce community risk from wildland fires.

These programs include, but not limited to:

- General FireSmart awareness for residents and communities through community events, neighbourhood visits, one-on-one interactions and promotion of FireSmart 101.
- Resident-focused programming, including the FireSmart Begins at Home app, and home assessment programs including the Advanced Home Assessment or Home Partners Programs.
- Neighbourhood-focused programming, including recruiting FireSmart Ambassadors, Champions, and Neighbourhood Recognition Specialists and promoting the Neighbourhood Recognition Program
- Wildfire Community Preparedness Day.
- Coordinating training and awareness activities related to these programs.

The Coordinator will collaborate with other community agencies, municipalities and/or regional government levels and the provincial/territorial Wildfire Management agency to coordinate FireSmart activities in the Coordinator's jurisdiction, manage related projects, planning and budgets, grant applications, and may participate in the development of Community Wildfire Protection Plans.

Responsibilities and activities:

1. Act as the main point of contact within their jurisdiction for FireSmart information and program support.
2. Act as the main liaison between residents, neighbourhoods and communities and program supporters at that level (Ambassadors, Neighbourhood Recognition Specialists) and higher-level jurisdiction representatives (municipalities, regional governments, and provincial/territorial governments, particularly the FireSmart Provincial/Territorial Liaison within the Wildfire Management Agency).
3. Recruit, supervise and coordinate training for community-level FireSmart supporters (Ambassadors, NRP Specialists, HIZ Specialists).
4. Organize and coordinate FireSmart education and promotional events in the region/community, including Wildfire Community Preparedness Day applications and events, and other public meetings and events.

5. Assist Neighbourhood Recognition Program Specialists with the development and implementation of Neighbourhood Recognition Programs within the jurisdiction.
6. Coordinate the home assessment program within the jurisdiction (Advance Home Assessments, Home Partners Program), provide direction to Home Ignition Zone Specialists, and review and approve completed home assessments.
7. Collaborate and communicate with other FireSmart Program Coordinators and municipal/regional/provincial-territorial authorities to plan and deliver multi-jurisdictional programs and take advantage of funding opportunities.
8. Coordinate and/or participate in the development of Community Wildfire Protection Plans or related public safety and risk mitigation planning.
9. Manage grant funding for programming, submit grant applications and develop funding reports as required.

Minimum qualifications, knowledge, skills, and abilities:

- Knowledge of the Wildland-Urban Interface
- Knowledge of Wildland-Urban Interface Fire Behaviour
- In-depth knowledge of the Home Ignition Zone concept, structural vulnerabilities, and mitigation best-practices
- Previous experience with wildfire and/or structural firefighting or management.
- Currently or previously employed in those or related emergency management fields for a minimum of 12 months.
- Experience with public speaking, presenting and/or engagement, including delivering inclusive educational presentations to diverse audiences
- Excellent public relations, interpersonal, conflict resolution and communication skills
- Familiar with all [FireSmart Canada Resources and Materials](#)
- [Willingness to participate in ongoing training in support of this role](#)

Role training requirements:

- Successful completion of FireSmart 101 (optional)
- Successful completion of FireSmart Canada training in role levels 1-3.
- Successful completion of FireSmart Canada Program Coordinator (Level 4) training.
- Completion of any specified provincial/territorial prescribed training.
- Ongoing professional development training as made available