

FIRESMART COORDINATOR JOB POSTING

This is a contract position for up to 1 year and reports to the [Nuxalk – Nunumus Program Leaders]. The FireSmart Coordinator performs duties as outlined in this job description.

Summary of Position

Nuxalk Nation and Nunumus Management Ltd. are seeking a highly skilled, passionate, and organized individual to be the FireSmart Coordinator.

The FireSmart Coordinator is responsible for facilitating FireSmart-related activities within Nuxalk Traditional Territory. The position will ensure that the FireSmart activities are supported, developed, and implemented in accordance with Provincial guidelines and the direction and policy provided by the Nuxalk Nation, and Nunumus Management Ltd. Additionally, the successful candidate will work closely with the Nuxalk Fire Management Team (NFMT). NFMT is comprised of individuals from across the public and private sector in the Bella Coola Valley, supports wildfire preparedness, prevention, and mitigation through public education, assessments, and mitigation work to reduce community risk from wildfires.

FireSmart Coordinator Responsibilities

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

- Acts as the main point of contact for the Nuxalk Nation FireSmart Program.
- Seek and administer new FireSmart grant opportunities.
- Coordinate public education work being completed through the CRI funds.
- Create internal, external, and public communications related to FireSmart activities.
- Recruit, supervise, coordinate, and provide training for FireSmart personnel.
- Organize FireSmart programs participation at community events such as Community Wildfire Preparedness Day, farmers' markets, local sporting events, school presentations, tradeshow, and more to engage with the public and distribute FireSmart information.
- Organize, plan, and participate in community fuel mitigation events.
- Provide direction and assistance to implement FireSmart principles on private and community lands.
- Coordinate the implementation of the FireSmart Canada Neighborhood Recognition Program.
- Recruit motivated community leaders that can be mentored to work with self-organized groups of citizens as they plan and implement wildfire mitigations in their own neighborhoods.
- Facilitate FireSmart 101 sessions.
- Facilitate the local Community FireSmart Committee meetings.
- Collaborate and coordinate with other BC FireSmart Committee member agencies (BCWildfire Service, fire departments, First Nations, BC Parks, etc.) in the area.
- Coordinate opportunities for Nuxalk Nation staff to continue education in wildfire behavior, structure ignition, wildfire hazards in the Wildland Urban Interface, and FireSmart mitigations for reducing wildfire risk.
- Adhere to the FireSmart Marks Usage and FireSmart Brand Guidelines.



- Work and travel in rural and remote areas.
- Perform other duties as assigned.

Required Qualifications

- Two years of related leadership experience, including supervisory, facilitation, and contract management experience.
- Knowledge of fire prevention, FireSmart, and emergency preparedness programs.
- Knowledge of fire and public safety education, fire service operation and emergency management.
- Ability to effectively deliver educational and outreach materials to a variety of audiences.
- Some knowledge of Microsoft and social media application software.
- Completion of FireSmart 101
- Local FireSmart Representative qualification or willingness to attain.
- Valid BC Class 5 Driver's License.
- Satisfactory Canada Criminal Record Check.

Preferred Qualifications

- Experience with FireSmart and Wildfire Mitigation work.
- BC Firefighter Playbook Exterior/Interior Firefighter Qualifications or higher.
- 3 Years Experience as Fire Department Member.
- Willingness to obtain professional liability and disability insurances.

Required Knowledge, Skills and Abilities

- Demonstrates exceptional interpersonal skills and the ability to interact tactfully with elected officials, co-workers, community representatives, and the public on various matters, including sensitive issues.
- Exhibits strong written and oral communication skills, with exceptional presentation and public speaking abilities.
- Physically capable of performing the duties of the position, and is punctual, organized, and dependable.
- Effectively delivers educational and outreach materials to a variety of audiences.
- Proficient in using information technologies, including computers and mobile devices.
- Demonstrated leadership abilities are considered an asset.

Specialized Skills/Knowledge

- Knowledge of fire prevention, FireSmart and emergency preparedness programs.
- Proficient in preparing reports, memorandums, and correspondence of a technical nature and initiating, developing, and maintaining a wide variety of records and statistical data.



- Ability to plan, coordinate and direct the activities of the FireSmart program.
- Excellent interpersonal and effective communication skills, both orally and in writing.
- Practical knowledge of Occupational Health and Safety practices and WorkSafe BC.
- Experience with funding process in BC for Local Governments
- Experience liaising with government officials and representatives.

Contract Length:

Contract from March 2026 – October 2026 with the possibility of an extension.

Work Hours:

25 – 30 hours per week. (Part time equivalency)

Wages:

\$30.00 - \$37.00 per hour, depending on experience and qualifications.

To Apply:

Submit a Cover Letter **AND** Resume to the following email addresses:

emergencymanagement@nuxalknation.ca **AND** ezra.mecham@nunumus.ca

with the following subject line:

Application for FireSmart Coordinator Position

The deadline to apply is February 23, 2026.