



STZ'UMINUS FIRST NATION

Job Posting – FireSmart Coordinator, Lead hand

Stz'uminus First Nation is seeking a term **FireSmart Coordinator, Lead Hand.**

This position is responsible for facilitating FireSmart related activities within the Electoral Areas of the Stz'uminus First Nation Traditional Territory (Coastal Fire Centre). The position will ensure that the FireSmart activities are supported, developed, and implemented under provincial guidelines and the direction and policy provided by Stz'uminus First Nation (SFN). Works alongside the Emergency Management Coordinator on various tasks.

The Hours of Work will be 8:00 am to 5:00 pm, Monday to Thursday.

Skills & Experience Requirements:

- Demonstrates interpersonal skills and the ability to deal tactfully with co-workers, community representatives, and all SFN community members on various matters, including those of a sensitive nature.
- Demonstrates written and oral communications skills, including presentation and community speaking.
- Ability to use information technologies (computers, mobile devices, etc.), including familiarity with presentation development tools, education programs, and social media applications.
- Able to perform the duties of the position, as well as be punctual, organized, and dependable.
- Follows Stz'uminus Personnel Policies.
- Performs related duties as required

Required Qualifications:

- Some knowledge of fire prevention, FireSmart, and emergency preparedness programs.
- Some knowledge of fire and public safety education, local fire department, 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.
- Secondary School Diploma
- Post-Secondary Diploma or Certificate or related courses in Emergency Preparedness an asset.
- Experience in a related position preferred.
- A Clear Criminal Record Check Satisfactory to Stz'uminus First Nation.
- Valid BC Drivers License – Current Drivers Abstract

Qualified applicants are invited to submit a cover letter and resume via e-mail by the closing date of: **Thursday, September 16, 2021, at 12:00 p.m.** to resumes@stzuminus.com

Please only forward submissions as requested above.