



**Job Posting: Local FireSmart Representative / Coordinator**

**Reports to:** Chief Administrative Officer (CAO)

**Position Type:** Contract – Term - Funding Dependent

**Location:** Village of Ashcroft

**Wage:** \$50 - \$65 per hour (based on education and experience)

The Village of Ashcroft is seeking a highly skilled and organized individual to serve as the **Local FireSmart Representative / Coordinator**. This key role supports wildfire preparedness, prevention, and mitigation by implementing FireSmart principles and engaging with the community. This is an exciting opportunity to work closely with local authorities, residents, and stakeholders to enhance the community's resilience against wildfire risks. This is a grant-dependent contract position and requires a flexible workweek including some evenings and weekends.

This year marks the Village of Ashcroft's launch of its FireSmart program, with plans for it to remain active as long as grant funding is accessible. The Village will continue to apply for funding to ensure the program's ongoing operation.

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**Key Responsibilities:**

- Act as the primary point of contact for the Ashcroft FireSmart Program.
- Develop, implement, and coordinate FireSmart initiatives in alignment with provincial guidelines.
- Organize and facilitate educational workshops, including FireSmart 101 sessions.
- Create a FireSmart working group for Ashcroft and coordinate monthly meetings, or if available, participate in a regional FireSmart committee.
- Coordinate community events such as wildfire preparedness days, tradeshow, and mitigation activities.
- Assist with grant applications and provide regular reporting.
- Establish and maintain a FireSmart social media presence and distribute educational materials.
- Supervise and train FireSmart personnel and recruit motivated community leaders for neighborhood initiatives.
- Collaborate with local and provincial agencies, including BC Wildfire Service, fire departments, and Indigenous communities.

- Other related duties as assigned.
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### **Qualifications:**

#### **Required:**

- Knowledge of, and experience in implementing FireSmart principles, fire prevention, and wildfire preparedness programs.
- Local FireSmart Representative qualification or willingness to attain.
- Valid BC Class 5 Driver's License and access to a reliable vehicle.
- Satisfactory criminal record check.
- Proficiency in Microsoft Office, social media platforms, and other relevant software.
- Excellent communication, organizational, and interpersonal skills.

#### **Preferred:**

- Experience with FireSmart and wildfire mitigation projects.
  - Completion of FireSmart 101 and Wildfire Risk Reduction courses.
  - Understanding of forestry principles and practices.
  - Understanding for Emergency Management operation is an asset
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### **Additional Information:**

- This contract requires a mix of office and fieldwork, with flexibility for hybrid work arrangements including flexibility for evenings and weekends.
  - This contract is all inclusive and does not compensate additionally for office space, office equipment, travel/vehicle expenses and per diems (unless authorized by the CAO).
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### **Application Process:**

For more information or to submit your cover letter and resume please contact **Daniela Dyck**, Chief Administrative Officer, [cao@ashcroftbc.ca](mailto:cao@ashcroftbc.ca) This posting will remain open until the position is filled.

The Village of Ashcroft thanks all applicants for their interest. Only those selected for an interview will be contacted.