Town of Lake Cowichan

FireSmart Coordinator (Term position)

The Town of Lake Cowichan is seeking a FireSmart Coordinator on a full-time term basis of a minimum of 2 years. This position is responsible for facilitating FireSmart related activities within the Town of Lake Cowichan and the Lake Cowichan Fire Protection Service area. The position will ensure that FireSmart activities are supported, developed, and implemented under provincial guidelines and under the direction of the Town of Lake Cowichan while working for the Lake Cowichan Fire Department.

Desired Skills & Experience Requirements:

- Demonstrate interpersonal skills and the ability to deal tactfully with co-workers and community representatives;
- Demonstrate good 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; and
- Able to perform the duties of the position and be punctual, organized, and dependable.

Required Qualifications:

- Knowledge of fire prevention, FireSmart, and emergency preparedness programs;
- Must be eligible to be a member of the Fire Department
- Local FireSmart Representative certification;
- Ability to effectively deliver educational and materials to the public;
- Diploma or Certificate in a Forestry related field;
- Post-Secondary Diploma or Certificate or related courses in Emergency Preparedness an asset; and
- Valid BC Class 5 Drivers License – Current Drivers Abstract.

Asset: Experience in a related or similar position is preferred. A 40 hour work schedule is required with a wage rate of $36.00 per hour plus benefits.

Qualified applicants are to submit a cover letter with resume marked **FIRESMART COORDINATOR** by no later than 4:00 pm, July 2nd, 2024 to:

Doug Knott
Fire Chief
Town of Lake Cowichan
PO Box 860, 39 South Shore Road
Lake Cowichan, BC V0R 2G0

** Only short-listed applicants will be contacted. **