



# Employment Opportunity

## Lytton First Nation Emergency Program

**Job Title:** TLKemchEEn FireSmart Coordinator (1 position)

**Employment Term:** Two (2) year full-time position.

**Reports to:** Lytton First Nation Emergency Program Coordinator

### **Background:**

The TLKemchEEn FireSmart Committee is a collaborative community working group of member organizations including Lytton First Nation, Village of Lytton, BC Wildfire Service, Thompson Nicola Regional District, Lytton Fire Rescue, BC Emergency Health Services and interested community members. The TLKemchEEn FireSmart Committee was successful in securing funding to continue delivering FireSmart programming in the community and are in search of a full-time coordinator to assume the lead program delivery role.

### **Summary of Position:**

Lytton First Nation is in search of a highly skilled and organized individual for the full-time role as the TLKemchEEn FireSmart Coordinator. The coordinator will implement the TLKemchEEn FireSmart program deliverables and support wildfire preparedness, prevention, and mitigation through public education, assessments, and mitigative work to reduce community risk from wildfires. The FireSmart Coordinator is responsible for the facilitation of FireSmart-related activities for both Lytton First Nation and the Village of Lytton. The position will ensure that the FireSmart activities are in alignment with community priorities, provincial guidelines and funding requirements with direction and support provided by the TLKemchEEn FireSmart Committee.

### **FireSmart Coordinator Responsibilities:**

- Act as the main point of contact for the TLKemchEEn FireSmart Program.
- Seek and administer new FireSmart grant opportunities.
- Chair the TLKemchEEn FireSmart Committee monthly meetings and be responsible for taking and distributing meeting minutes.
- Implement and track progress of the activities included in the TLKemchEEn FireSmart Community Resiliency Investment (CRI) program application, including completing financial tracking, status updates and final reporting requirements for both the committee and the funder.
- Collaborate and coordinate with other BC FireSmart Committee member agencies or FireSmart committees in the local area, including any First Nation FireSmart committees that may be active.



- Work closely and coordinate with both Village of Lytton and Lytton First Nation Emergency Personnel and crews to implement FireSmart activities within the community.
- Create internal, external, and public communications related to FireSmart activities and information.
- Facilitate FireSmart 101 sessions.
- Organize participation at community events such as community information sessions, farmer's markets, school presentations, fire safety week, and any other appropriate methods 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 land areas.
- Coordinate and complete FireSmart Home Ignition Zone Assessments within the area to help community members achieve their FireSmart goals and mitigation activities.
- Coordinate opportunities for staff to continue education in wildfire behaviour, structure ignition, wildfire hazards in the Wildland Urban Interface, and FireSmart mitigations for reducing wildfire risk.
- 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 and the Wildfire Risk Reduction courses
- Local FireSmart Representative qualification or willingness to attain.
- Valid BC Class 5 Driver's License.
- Criminal Record Check required.

**Preferred Qualifications:**

- Experience with FireSmart and Wildfire Mitigation work

**Closing deadline: August 16, 2024**

**Apply with cover letter, resume, copy of current certifications,  
and 3 current references to:**

**jobs@lfn.band**

**Subject Line: TLKemchEEn FireSmart Coordinator  
PO Box 20, Lytton BC V0K 1Z0**