



**Village of Chase
FireSmart Coordinator
Full-time Permanent Contract for 12 Months
Extension of Contract – Funding Dependent**

The Village of Chase is seeking a highly skilled and organized individual to be the Village of Chase FireSmart Coordinator. Reporting to the CAO, the FireSmart Coordinator is responsible for the delivery of FireSmart related activities including public education, wildfire preparedness, prevention, mitigation, and assessments to reduce community risk from wildfires in accordance with the FireSmart principles, Provincial government guidelines and Village of Chase policies and procedures.

The FireSmart Coordinator acts as the main point of contact for the Chase FireSmart program, focuses on education activities to ensure everyone in Chase is fully aware of the FireSmart principles and programs, organizes participation at community events such as Community Wildfire Preparedness Day, farmers' markets, organizes, plans and participates in community fuel mitigation events, coordinates FireSmart Home Ignition Zone Assessment in the Village of Chase, and coordinates the implementation of the FireSmart Canada Neighbourhood Recognition Program by recruiting motivated self-organized groups of citizens for neighbourhood mitigation programs.

Required Qualifications include 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, competent computer skills including knowledge of Microsoft and social media application software, valid BC Class 5 drivers license and reliable personal vehicle and exceptional interpersonal skills and the ability to deal tactfully with elected officials, co-workers, community members and representatives, on various matters including those of a sensitive nature.

This position is 35 hours per week, times will vary to ensure public events are attended and all job requirements are completed on time. The wage for this position will be up to \$35 per hour plus benefits.

Interested applicants may submit a detailed resume and cover letter to
Joni Heinrich, CAO, Village of Chase **no later than 4 p.m. Monday July 15, 2024**
cao@chasebc.ca, by Canada Post to PO Box 440 or in person at 826 Okanagan Avenue during
regular office hours (9:00 a.m. to 4:00 p.m. Monday through Friday except statutory holidays).

The Village of Chase thanks everyone who shows interest in this position however only those chosen for interviews will be contacted.