



Kwikwasut'inuxw Haxwa'mis First Nation

General Delivery, Gilford Village, BC, V0P 1S0

Phone: 250-974-3001 Fax: 250-974-3036

KWIKWASUTINUXW HAXWAMIS IS HIRING: JR FireSmart Coordinator

JOB DETAILS:

Employment Type: \$25/hour for Part-Time (20-25 hrs/week)

Work Location: Gilford Village

Report to: Emergency Coordinator

JOB SUMMARY:

The Jr. FireSmart Coordinator plays a vital role in assisting the FireSmart Coordinator. This position supports the implementation of the FireSmart program, focusing on assisting the FireSmart Coordinator/ Emergency Management Director and assists with community engagement in various forms.

The ideal candidate is passionate about community safety, and eager to learn the technical aspects of wildfire risk reduction, reliable and dependable.

KEY RESPONSIBILITIES:

- Assist the FireSmart Coordinator in all aspects of FireSmart safety
- Help Organize community workshops, and neighborhood meetings.
- Distribute educational materials to residents regarding the FireSmart BC/Canada disciplines.
- Community Assessments:
- Support the FireSmart Coordinator in conducting home and community wildfire hazard assessments.
- Assist in documenting findings and providing actionable, low-cost recommendations to band manager
- Administrative Support:
- Maintain accurate records of community interactions, workshops, and mitigation activities.
- Assist in preparing reports for FireSmart Coordinator to present to the C&C and Band Manager



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REQUIREMENTS & QUALIFICATIONS:

- Education: Grade 12 or an equivalent combination of education and experience
- Communication: Exceptional verbal and written communication skills; must be comfortable speaking to individuals and small groups.
- Technical Proficiency: Familiarity with the FireSmart Canada framework and wildfire mitigation principles (or a strong willingness to complete training).
- Organizational Skills: Ability to prioritize tasks and manage community-based projects.
- Interpersonal: Strong community-building skills, patience, and a friendly, approachable demeanor.

Working Conditions:

This role involves a mix of office-based work and field assessments.

Must be willing to work flexible hours, including occasional evenings and weekends to accommodate community events.

Field assessments will require walking on uneven terrain and working in various weather conditions.

HOW TO APPLY

Please submit your resume and a brief cover letter outlining your interest in community safety and wildfire mitigation to emergencycoordinator@khfn.ca.

The KHFN team is an equal opportunity employer. We value the diversity of our community and encourage all qualified individuals to apply.

Thank you for your interest in joining our team with Kwikwasut'inuxw Haxwamis.