



# WILDFIRE RESILIENCE COORDINATOR (P/T – CONTRACT)

<b>Title</b>	Wildfire Resilience Coordinator
<b>Reports to</b>	Town Manager/Clerk
<b>Direct Report(s)</b>	N/A
<b>Hours of Work</b>	15 hours per week
<b>Salary Band</b>	\$25-\$28 / hr
<b>Last Revised</b>	May 2026

## POSITION OVERVIEW

Reporting to the Town Manager, this contract position will lead the implementation and ongoing management of the Town’s Community Wildfire Resiliency Plan and FireSmart initiatives, helping build long-term wildfire resilience within the community. The successful candidate will take ownership of the program and work collaboratively with staff, Council, residents, contractors, community organizations, and provincial partners to advance wildfire mitigation, public education, community preparedness, and long-term community resilience initiatives.

## DUTIES

The Wildfire Resilience Coordinator will play a key role in helping the Town advance FireSmart principles, coordinate mitigation activities, support community preparedness, and assist in the implementation of the Town’s Community Wildfire Resiliency Plan. Specific duties of this role include, but are not limited to, the following:

## PROGRAM COORDINATION & IMPLEMENTATION

- Lead implementation and ongoing management of the Town’s Community Wildfire Resiliency Plan and FireSmart initiatives.
- Serve as the Town’s lead coordinator and primary point of contact for wildfire mitigation and FireSmart-related initiatives within the community.
- Take a leadership role in advancing wildfire resilience initiatives within the community and ensuring momentum and continuity of the program.
- Develop and maintain project timelines, implementation plans, and tracking tools for wildfire mitigation initiatives.
- Coordinate and monitor program deliverables, ensuring alignment with funding requirements and municipal priorities.
- Prepare reports, updates, presentations, and recommendations for staff, Committee, and Council.
- Attend and provide support to the Town’s Safety & Emergency Preparedness Committee, including preparation of updates, recommendations, and implementation progress reports.
- Attend Committee and Council meetings on an occasional basis, as required, to provide updates and support decision-making related to wildfire resilience and FireSmart initiatives.
- Assist with preparation of grant applications, funding reports, and project documentation.
- Liaise with provincial departments, FireSmart representatives, contractors, consultants, and community partners as required.

## FIRESMART & COMMUNITY ENGAGEMENT

- Lead and coordinate FireSmart public education and awareness initiatives throughout the community.
- Develop educational materials, social media content, signage concepts, and public communications related to wildfire prevention and mitigation.

## **WILDFIRE RESILIENCE COORDINATOR (P/T – CONTRACT)**

- Coordinate FireSmart community events, including spring and fall cleanups, community outreach activities, and public engagement sessions.
- Develop and oversee a Neighbourhood Champion or volunteer engagement program to support local wildfire resilience initiatives.
- Promote FireSmart principles and homeowner preparedness strategies within the community.
- Support development and installation of wildfire prevention and FireSmart signage throughout the community.

### **MITIGATION & FIELD COORDINATION**

- Assist in identifying wildfire mitigation priorities on municipal lands, trails, roadways, and other public spaces.
- Coordinate contracted mitigation activities including roadside and trail cleanup, vegetation management, and deadfall removal.
- Conduct field reviews and work collaboratively with Public Works staff and contractors to identify and monitor mitigation needs.
- Assist in developing and maintaining inventories, mapping, and records related to mitigation activities.
- Monitor contractor performance and ensure work is completed in accordance with project objectives and safety requirements.

### **ADMINISTRATION & REPORTING**

- Track project expenditures and maintain organized project documentation and records.
- Assist with procurement processes, including development of requests for proposals or quotations for contracted services.
- Prepare summary reports, project updates, and final reporting documentation required by funding agencies.
- Attend meetings with staff, Committee, Council, contractors, community groups, and external agencies as required.
- Perform other related duties as assigned in support of the Town's wildfire resilience and FireSmart initiatives.

### **QUALIFICATIONS**

- Degree, diploma, or current enrollment in forestry, environmental science, natural resource management, geography, planning, emergency management, or a related field.
- Experience in project coordination, community engagement, environmental management, FireSmart, forestry, or related fields would be considered an asset.
- Strong understanding of wildfire mitigation, FireSmart principles, vegetation management, or environmental stewardship practices would be considered an asset.
- Excellent organizational, communication, and interpersonal skills.
- Ability to work independently, manage multiple priorities, and take initiative.
- Experience coordinating events, volunteers, or community-based initiatives would be considered an asset.
- Proficient in Microsoft Office and general digital communication platforms.
- Experience with GIS, mapping, or data collection tools would be considered an asset.
- Valid Class 5 driver's licence would be considered an asset.