



## FireSmart/Assistant Emergency Program Coordinator

**Application Deadline: 4:00 pm Monday November 20, 2023**

Located in the scenic Northern Rocky Mountain Trench 185 km north of Prince George, Mackenzie offers superb four-season outdoor recreation opportunities and an exceptional quality of life. Housing costs are among the most affordable in the province. Local recreation amenities include an arena, swimming pool, fitness center, ski hill and large multi-use trail network. The District of Mackenzie provides facilities and services that support a safe, connected, inclusive, healthy, and dynamic community. We seek individuals who are collaborative, work with integrity and respect, and uphold professional standards when it comes to the services we provide to our residents. At the District of Mackenzie, we are committed to recruiting a diverse workforce that represents the community we serve, establishing an inclusive, equitable, and accessible environment for all.

The District of Mackenzie has a Full-Time 12-month contract position for a FireSmart/ Assistant Emergency Program Coordinator opportunity. Reporting to the Fire Chief, this position will be responsible for the facilitation of FireSmart and emergency preparedness related activities within the District of Mackenzie. The District of Mackenzie Fire Rescue Department supports preparedness, prevention, and mitigation through public education, assessments/inspections, and mitigative work to reduce community risk from wildfires and other natural and human caused events. This position will ensure that the FireSmart activities and the emergency program are supported through, developed, and implemented in accordance with provincial and municipal guidelines as well as with the direction and policy provided by the District of Mackenzie Fire Department.

In order to qualify for this position, you will have demonstrated leadership experience, an understanding of forest practices and wildfire mitigation strategies, knowledge of fire prevention and emergency preparedness programs, proficient in Microsoft Office and social media platforms, experience using small hand tools and equipment, a valid class 5 license, and the ability to provide a criminal background check.

This is a full-time 12-month contract position of 37.5 hours per week with a wage of \$29.90 per hour. If you feel your education and experience have prepared you for a position such as this, please submit your resume and covering letter detailing your work experience, education, and qualifications to:

District of Mackenzie  
Bag 340 – 1 Mackenzie Blvd.  
Mackenzie, BC, V0J 2C0  
Attention: Kaleena Wilson, Human Resources Coordinator  
Email: [kaleena@districtofmackenzie.ca](mailto:kaleena@districtofmackenzie.ca)

*The District thanks all interested applicants in advance, however only those short-listed will be contacted.*