



District of Mackenzie

Job Opportunity: Junior FireSmart Coordinator

Term: 12 weeks contingent on start date and funding available

Application Deadline: 4:00pm Tuesday May 20, 2025

"Gateway to northern Rocky Mountain adventure"!

Showcasing the best in outdoor adventure, Mackenzie truly is a great place to live, work and play! Offering a host of year-round recreational activities including mountain biking, hiking, camping ice fishing, snowmobiling, and cross-country skiing. While located in a tranquil wilderness setting, this vibrant community is home to a variety of retail stores, restaurants, hotels and Recreation Centre.

Position Summary:

The District of Mackenzie is currently accepting applications for an enthusiastic people-oriented individual to fill the position of Junior FireSmart Coordinator. This position is designed for youth (ages 16-22) who are enthusiastic and interested in learning about wildfire mitigation, emergency preparedness, community outreach and resilience.

Summary of the Role and Responsibilities:

Reporting to the FireSmart Coordinator, the Junior FireSmart Coordinator will provide support in a wide range of activities, including but not limited to:

- Assisting in the delivery of FireSmart presentations to youth, schools and community organizations.
- Maintaining and creating FireSmart social media content and digital outreach.
- Assisting in the organizing and attending of FireSmart events such as community information sessions, local events and workshops.
- Assisting in completing FireSmart Home Ignition Zone assessments.
- Preparing and reporting on FireSmart activities.

Experience and Qualifications:

- Completion (or willingness to complete) the following courses:
 - FireSmart 101
 - Wildfire Risk Reduction
 - Wildfire Mitigation Specialist Training
 - Local FireSmart Representative Training



- Knowledge of FireSmart program.
- Volunteer or work experience in community-based programs.
- Proficient computer skills and working knowledge of Microsoft Office suite of programs as well as social media platforms.
- Strong written and oral communication skills with the ability to engage with the public.
- Valid Drivers License (Preferred)
- Successfully pass a Criminal Record Check and Drivers Abstract

Work Hours, Wage, and Benefits:

Regular working hours are Monday to Friday from 8:30 am – 4:30 pm. In addition, some evening and weekend work will be required for events. Must have own transportation to the Fire Hall and ability to work outdoors in various weather conditions.

Compensation for this position is \$22.00/hour plus 4% in lieu of benefits

Application Submission:

If you are an enthusiastic, outgoing and energetic individual and would like to join this dynamic and dedicated team, we look forward to hearing from you! Please submit your cover letter and resume to:

District of Mackenzie
Attn: Micaiah Taylor, FireSmart Coordinator
Email: firesmart@districtofmackenzie.ca

We value a talented and innovative workforce that represents our vibrant community spirit and are committed to creating a diverse, inclusive, and accessible work environment. We thank all applicants in advance for your interest in joining us at the District of Mackenzie, however only those short-listed will be contacted.