

EMPLOYMENT OPPORTUNITY IN FOREST FUEL MANAGEMENT Competition # 2018-01

The First Nations' Emergency Services Society of British Columbia (FNESS) is a charitable not-for-profit organization, under the governance of a First Nations Board of Directors and assists BC First Nations in developing and sustaining safer, healthier and thriving communities. Our programs and services based upon prevention include Fire Training, Education and Awareness, Emergency Community Planning and Response, and Forest Fuel Management (FFM). The goals of a self-sustaining and resilient First Nations community must keep *safety* as a priority, as we support the development of community and professional capacity.

FNESS is expanding with exciting new initiatives to increase the capacity of First Nations communities within forest fuel management actions. Our team is looking for talented individuals passionate about making a difference for communities and empowering others across the province.

Do you have a forest fuel management background OR are looking to further your career in FFM Special Projects Support?

FNESS is currently inviting applications/resumes for Casual–On call support for the FOREST FUEL MANAGEMENT (FFM) Department.

Reporting to the FFM Manager, this FFM administration support position will be based in the FNESS Kamloops Office. The position may involve travel, extensive at times, along with a hands-on approach with duties in the office. The position also plays an exciting role in advising the management team, through the FFM Manager. The FFM admin support in accordance with the Mission Statement and Guiding Strategic principles of FNESS, is responsible for providing, administration support and coordination for the operational needs of the Forest Fuel Management Department, with regards to planning, programs, and administration upon request, community relations and committees.

Duties and responsibilities of the position include, but are not limited to:

- Provide support and direction to the Forest Fuel Management (FFM) staff in meeting the goals, objectives and deliverables of the FFM Department;
- Provide technical and administrative approval recommendations of both applications and completed First Nations FFM projects;
- Support project management, including financial reporting, budget and deliverables monitoring and updating project status;
- Assisting with file organization, financial tracking, invoices, coding, budget monitoring and assisting staff with accommodations and flight arrangements.
- Participate in working groups, advisory committees, conferences and workshops; and
- Support and/or lead in the development and coordination of special events and projects.

Applicants for this position should possess the following competencies:

- Background, education and experience working with diverse Indigenous communities and Service Organizations is beneficial;
- Information and data management, collection, organizing and synthesis of data;
- Ability to use software applications and related data systems in the course of normal work duties;

- Effective project administration skills – is detail oriented, able to complete tasks according to a schedule;
- Physically capable to participate in field work.

Preferred qualifications:

- Strong administrative and project coordination experience and training; or
- Post-Secondary training in Administration/Business Management; or
- Relevant Bachelor's degree or equivalent combination of education and experience.

We are looking for the right fit to support the FFM Department. The successful candidate must possess a valid BC driver's license, clear current criminal record check and will be required to supply a current driver's abstract. Wage dependent on education and experience in the field.

Preference may be given to individuals who self-identify as being of Indigenous ancestry.

Position will remain open until a successful candidate is found to join the team.

Please forward a current resume and cover letter to:
Brent Langlois
FNESS Executive Director

First Nations' Emergency Services Society of BC
102-70 Orwell Street
North Vancouver, BC V7J 3R5
Email: HR@fness.bc.ca
Or, Fax (604) 669-9832