



OPPORTUNITY IN FIRE SERVICES Competition # 2018-01

Currently inviting resumes for **Coordinator** position for FNESS- Fire Services Department.

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

POSITION SUMMARY

The Fire Services Coordinator is responsible for supporting the Fire Service (FS) Regional Managers in the development, coordination, promotion, administration and delivery of the FNESS Fire Service Programs to First Nation Communities.

Duties and Responsibilities may include, but are not limited to:

- Assist two FS Regional Managers with the coordination and administration of All Fire Services Programs.
- Planning and coordinating travel logistics for FS Regional Managers and FS Officers with their deliverables in the community.
- Assist in the promotion of training and all Fire Services programs
- Coordinate the facilitation of courses/workshops/events and liaise with host community
- Prepare information and registration packages for events (Workshops/Courses/Events) in preparation for the delivery of related services.
- Assist FS Regional Managers with program reports for both internal and external purposes
- Assist and coordinate scheduling of meetings for the Fire Services Department.
- Ensure required FS Program information is collected, entered, and maintained in various Fire Services electronic databases and that these data bases are properly managed.
- Distribution of information packages and necessary forms to all First Nations Fire Departments and communities via fax, mail or email.
- Receive communication from enrollees and answering general questions regarding courses/workshops/events and upcoming events.

PERSONAL QUALIFICATIONS AND OTHER SKILLS AND KNOWLEDGE

- Grade 12 Education
- Sound knowledge of Fire Service standards and management practices
- Sound knowledge of legislation, policy, standards and practices related to Fire Services
- Experience working closely with First Nations Communities and Service Organizations
- Strong communication skills in written as well as verbal communication
- Able to work with limited supervision.
- Work well in a team environment.
- Previous experience with session/workshop planning, implementation and reporting.
- Experienced using computer systems and proficient with Microsoft Office Programs.

REQUIREMENTS

- Travel in all forms of ground, air and marine transportation to rural and remote areas of BC, as requested.
- Required at all times to adhere to FNESS policies.
- Develop and maintain a level of cultural awareness of First Nation Communities as it relates to the delivery of Fire Services Programs.
- Develop and maintain a level of trust, integrity and professionalism with communities, clients and organizations.
- Physically capable to participate in field work throughout the province of BC

FNESS is looking for enthusiastic individuals to support the Fire Services Department. Successful candidates must possess a valid BC Driver's License, clear a criminal record check which includes a vulnerable sector check and submit a current driver's abstract from ICBC. An understanding of First Nation peoples, culture and customs as it relates to the delivery of FNESS programs is beneficial.

Deadline for receiving applications is: **4:30pm, Friday, September 28, 2018**

Please forward a current resume and cover letter to: HR@fness.bc.ca

Attn: Executive Director
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