



OPPORTUNITY IN FIRE SERVICES Competition # 2019-03

Currently inviting resumes for full time Fire Services Office Administrator(s) for FNESS - Fire Services Department.

The First Nations' Emergency Services Society (FNESS) is a charitable not-for-profit society in British Columbia (BC) that provides emergency, safety and health training for First Nations communities. To date, FNESS has earned a reputation for responding to the changing fire service, forest fuel management and emergency management needs of First Nations communities and has established a solid track record at the local, regional and provincial levels. This is reflected in both the growing demand of service requests from First Nations communities and the development of more government-sponsored programs with FNESS.

The **Fire Services Department** assists First Nations communities in BC to generate a holistic practice of structural and fire prevention and protection. The FNESS Fire Services Department is committed to establishing a network of structural fire services support for First Nations and neighbouring BC communities/local governments (e.g., municipal and regional governments) utilizing an all-hazards approach towards emergencies that is customized for First Nations communities in BC.

POSITION SUMMARY

FNESS Fire Services Office Administrator(s) report to FNESS Fire Services Coordinator in advancing an all hazards approach to facilitate, coordinate, develop capacity, and support First Nations communities throughout BC in fire prevention and risk reduction.

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

Fire Services Support

Assist with:

- The preparation of FNESS sponsored events, conferences and workshops.
- The organization and distribution of Program delivery material.
- Supporting the Fire Services training courses and events
- The collection, entering, maintaining and managing of various Fire Services Program electronic databases.

Administration Support

- Distribute FNESS public relations material as directed
- Assist in maintaining the general office filing system, office equipment and shipments
- Organize supplies and take inventories
- Performs other duties and responsibilities as necessary in the performance of the position and as directed by the supervisor

- Receive and direct incoming telephone calls, welcome and direct all visiting clients and other guests

General

- Perform all duties and responsibilities in accordance with the FNESS policies, standards, governing regulations and procedures.
- Maintain confidentiality on all matters relating to FNESS business.
- Maintain an adequate level of physical fitness that will enable safe and capable performance of duties.
- Perform other duties and responsibilities as necessary in the performance of the position, and as directed by FNESS Fire Services Management.

PERSONAL QUALIFICATIONS AND OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Experience working closely with First Nations communities and service organizations.
- Strong interpersonal skills.
- Strong communication skills in written as well as verbal communication and proficient in use of electronics and computer programs.
- High School equivalency, office administration experience preferred.

REQUIREMENTS

- Opportunity available to 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, standards, governing regulations and procedures.
- Develop and maintain a level of cultural awareness of First Nations communities as it relates to the professional delivery of FNESS programs and initiatives.
- Develop and maintain a level of trust, integrity and professionalism with communities, clients and organizations.
- Physically capable to participate in field work throughout BC.

FNESS is looking for enthusiastic individuals to support the FNESS Fire Services Department. Successful candidates must possess a valid Driver's License, obtain a current criminal record check which includes a vulnerable sector check and submit a current driver's abstract. An understanding of First Nation peoples, protocols and customs as it relates to timely, accessible and culturally-congruent FNESS planning and program delivery is beneficial.

The posting(s) will remain open until suitable candidate(s) are identified.

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

Attn: Executive Director
First Nations' Emergency Services Society of BC
A 274 Halston Road
Kamloops, BC, V2H 1P7
Email: HR@fness.bc.ca
Fax: 250.377.7600