



## FIRESMART COORDINATOR FULL TIME

The Cariboo Regional District (CRD) invites qualified applicants to apply for two full-time exempt FireSmart Coordinator positions. This position will be situated in Williams Lake, BC, a thriving community with all major amenities. The Regional District is known for its agreeable climate and a vast array of outdoor recreational opportunities.

**Position Summary:** Working under the supervision of the Regional Fire Chief or their designate, the FireSmart Coordinator develops and delivers fire mitigation and preparedness outreach programs. The work is primarily education-oriented and requires creation and delivery of presentations and programs that foster commitment to individual, family and community. Responsibilities also include project/grant funding reporting, monitoring, as well as completing various applications and other program administration duties. This position involves extensive travel to rural and remote areas within the Cariboo Regional District for the purpose of delivering educational outreach and emergency awareness programs.

The successful applicant will have excellent communication, leadership, and presentation skills, as well as sound knowledge of fire and public safety education, emergency management, fire prevention and emergency preparedness, along with a passion for public safety.

**Education, Experience and Qualifications Required:**

- Degree, Diploma, or Certificate in Forestry, Firefighting, Emergency Management, or a related field with some FireSmart and/or wildfire management behaviour experience.
- **OR** a combination of four (4) years of recent relevant experience, considerable subject matter knowledge, and a proven track record of developing and presenting educational programs to adult learners.
- **OR** a Degree, Diploma, or Certificate in Communications or a closely related field.
- Local FireSmart Representative qualification or willingness to attain it during the term.
- Must maintain a valid Class 5 Driver's Licence.
- Driver's Abstract.
- Successful Criminal Record Check.

**Wage:** This full-time exempt position is subject to government funding. The current rate of pay is \$37.00 per hour plus health and wellness benefits. A standard 90-day probationary period will apply. Renewal of this agreement and any subsequent renewals are subject to the Regional District receiving sufficient funding for the position and the agreement may not be renewed if the Regional District does not receive sufficient funding in any given year.



**Work Site Location:** The successful candidate will work out of the Cariboo Regional District Office, Suite D, 180 3rd Avenue North, Williams Lake, BC. This position requires travel throughout the CRD for meetings, training, and response when necessary.

Applicants must maintain a valid Class 5 Driver's License and a vehicle for which the incumbent will be compensated for. The applicant will be required to submit a criminal record check and BC Driver's License abstract.

**Hours of Work:** This position works a 9-day fortnight schedule, Monday - Friday from 8:00 am to 4:30 pm with a 45-minute unpaid lunch break and a designated day off ("DDO") every other week. The incumbent may be required to work evenings and weekends to attend various events, meetings, and training.

Qualified candidates wishing to apply and looking for a detailed job description please visit [www.cariboard.ca/careers](http://www.cariboard.ca/careers). Applications will be accepted until **4:00 pm, Sunday, February 15, 2026**. Applications must be in the form of a resume with an accompanying letter detailing qualifications and experience relative to the position. ***When submitting an application, please quote Competition #26-04.***

***We thank all applicants in advance for their submissions; however, only those candidates selected for an interview will receive a response.***

Bernice Crowe, Manager of Human Resources  
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[www.cariboard.ca/careers](http://www.cariboard.ca/careers)

Are you interested in relocating but want to know more about why you should make the move to the Cariboo? Learn more about our fulfilling communities, long trails and everyday play before you make the move: [www.cariboard.ca/makethemove](http://www.cariboard.ca/makethemove).