



# Resiliency Administrator

Reports to: CAO

Position: Full-time permanent contract, funding dependent

The Village of Clinton is in search of a highly organized and self-motivated individual to be the Resiliency Administrator. The Resiliency Administrator supports wildfire preparedness, prevention, and mitigation by managing the FireSmart Program, including through public education, assessments, and mitigative work to reduce community risk from wildfires.

The Resiliency Administrator is responsible for the facilitation of Emergency Planning and FireSmart-related activities within the Village of Clinton. The position will ensure that the FireSmart activities are supported, developed, and implemented in accordance with Provincial guidelines as well as with the direction and policy provided by the Village of Clinton.

## Resiliency Administrator Responsibilities:

### **Duties include, but are not limited to the following:**

- Acts as the main point of contact for the Clinton FireSmart Program.
- Seek and administer new Emergency Management and FireSmart grant opportunities.
- Coordinate public education work being completed through the Community Resiliency Investment (CRI) funds.
- Create internal, external, and public communications related to FireSmart activities in the Village of Clinton.
- Recruit, supervise, coordinate, and provide training for FireSmart personnel.
- Organize 's participation at community events such as Community Wildfire Preparedness Day, farmer's markets, local sporting events, school presentations, tradeshow, and more to engage with the public and distribute FireSmart information.
- Organize, plan, and participate in community fuel mitigation events.
- Provide direction and assistance to implement FireSmart principles on private and community land areas.
- Coordinate FireSmart Home Ignition Assessments within the area.
- Coordinate the implementation of the FireSmart Canada Neighbourhood Recognition Program.

- Recruit motivated community leaders that can be mentored to work with self-organized groups of citizens as they plan and implement wildfire mitigations in their own neighbourhoods.
- Facilitate FireSmart 101 sessions.
- Establish and maintain social media presence for the distribution of FireSmart information
- Engage with the FireSmart Resiliency Committee to share information on FireSmart activities.
- Collaborate and coordinate with other BC FireSmart Committee member agencies (BC Wildfire Service, fire departments, First Nations, BC Parks, etc.) in the area.
- Coordinate opportunities for staff to continue education in wildfire behaviour, structure ignition, wildfire hazards in the Wildland Urban Interface, and FireSmart mitigations for reducing wildfire risk.
- Ensure all materials adhere to the FireSmart Marks Usage and FireSmart Brand Guidelines.
- Assist the Village of Clinton in the updating and implementation of the Emergency Management Program.
- Attend relevant committee meetings and report back to management.
- Assist in the Emergency Operations Centre as needed.
- Perform other duties as assigned.

**Required Qualifications: The successful applicant will have**

- Two years of related experience, including program facilitation, educational, and contract management experience.
- Significant experience working professionally in an office environment, with extensive knowledge of Microsoft Word, Excel, and Powerpoint.
- Experience managing a social media page.
- Knowledge of the FireSmart program.
- Ability to effectively deliver educational and outreach materials to a variety of audiences.
- Local FireSmart Representative qualification or willingness to attain.
- Valid BC Class 5 Driver's License and a reliable personal vehicle.
- Satisfactory Canada Criminal Record Check.
- Completion of FireSmart 101 (free online course)

**Preferred Qualifications:**

- Undergraduate degree or diploma in related field.
- Experience with FireSmart and Wildfire Mitigation work.
- Completion of the Wildfire Risk Reduction Course.
- Demonstrated understanding of Forestry principles.

### **Required Knowledge, Skills and Abilities:**

The successful applicant will demonstrate:

- exceptional interpersonal skills and the ability to deal tactfully with elected officials, co-workers, community representatives and the public on various matters, including those of a sensitive nature.
- Excellent oral communications skills, including exceptional presentation and public speaking skills.
- Effective written communication skills, including the ability to write grant applications, summary reports, and to keep accurate records.
- Can work effectively in a highly independently and self-paced environment with a set budget.
- Physically able to perform the duties of the position, punctual, organized, and dependable.

### **Information About the Position:**

This position is for **35 hours per week**, with a wage between \$30 and \$35/hr based on education and experience.

In office/community work (depending on business needs).

For the right applicant, flexible work arrangements may be considered following probation such as options for hybrid remote and office work, and flex time.

While the position is full time, highly qualified applicants wishing to work part time are encouraged to apply.

Interested applicants may submit a detailed resume and cover letter to

[CAO@village.clinton.bc.ca](mailto:CAO@village.clinton.bc.ca) by 4:00 PM, Wednesday, August 7<sup>th</sup>. The Village thanks everyone who shows interest in this position. However, only those chosen for an interview will be contacted.