



**Toquaht  
Nation**

## **EMPLOYMENT OPPORTUNITY – FireSmart Coordinator**

(Temporary 6 Months - Full Time)

### **About Toquaht Nation**

Toquaht Nation is a self-governing modern treaty nation situated on the West Coast of Vancouver Island in Barkley Sound. Known as the  $\text{t}uk^{waa}a\text{?}ath$  (Toquaht People), we are a resilient community dedicated to the development of our Nation. We strive to honour the teachings of our ancestors and safeguard our  $\text{ha}a\text{?}uufi$  (traditional territory).

Toquaht envisions a healthy community where  $\text{mas}c\text{?}im$  (citizens) can fulfill their social, spiritual, and economic needs. Guided by our ancestors and rooted in our traditions, we draw strength from our connection to our  $\text{ha}a\text{?}uupacamis$  (teachings).

- $\text{hi}cukma\ cawaak$  – Everything is one
- $\text{?a?apca?aa}luk$  (taking care that something proceeds correctly)
- $\text{?uu?at}uk$ – Taking care of one another
- $\text{?iisaak}$  – Highest respect

### **Position Summary**

This is a temporary 6 month full-time position, primarily based in Ucluelet and Macoah, and expected to begin September 2025. This position may be extended upon securing future funding.

This position, reporting to the Director of Assets, is highly skilled and organized and supports wildfire preparedness, prevention, and mitigation through public education, assessments, and mitigative work to reduce community risk from wildfires. The FireSmart Coordinator is responsible for the facilitation of FireSmart-related activities within Toquaht Traditional Territory, specifically Macoah and surrounding Toquaht businesses. The position will ensure that the FireSmart activities are supported, developed, and implemented following provincial guidelines and the direction and policy provided by the Toquaht Nation.

### **Responsibilities Include:**

#### Community Engagement and Education

- Act as the main point of contact for the Toquaht Nation FireSmart Program
- Coordinate public education work being completed through the Community Resiliency Investment (CRI) or Indigenous Service Canada FireSmart (ISC) funds.
- Organize/participate in Wildfire Community Preparedness Day, emergency preparedness fairs, community meals, farmer's markets, local sporting events, school presentations, and trade shows to distribute FireSmart information.
- Facilitate FireSmart education sessions
- Create internal, external, and public communications related to FireSmart activities.

### Assessment and Recommendations

- Provide direction and assistance to implement FireSmart principles on Toquaht Nation lands
- Coordinate FireSmart Assessments withing the Toquaht Nation lands, in particular Macoah and Secret Beach Campground areas
- Coordinate the implementation of the FireSmart Canada Neighbourhood Recognition Program
- 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.

### Collaboration and Coordination

- Collaborate and coordinate with other BC FireSmart Committee member agencies
- Create or collaborate with a FireSmart working group, Community FireSmart Committee, and Resiliency Committee within the Toquaht Nation and host or participate in monthly conference calls.

### Fieldwork and Maintenance

- Organize, plan, and participate in community fuel mitigation events
- Work and travel in remote areas
- Perform other duties as assigned

### Required Knowledge, Skills, and Abilities

- Previous experience working in a First Nations community and/or organization preferred
- Demonstrated ability and experience in upholding the TN Organizational Values: *Professionalism, Respect, Effective Communication, Trust, Support.*
- Demonstrate exceptional interpersonal skills and ability to deal tactfully with elected officials, co-workers, community representatives and the public
- Commit to actively uphold and consistently practice personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace
- Demonstrate written and oral communication skills including presentation and public speaking
- Work effectively and cooperatively within a diverse team to achieve group and organizational goals
- ability to effectively deliver educational and outreach materials to a variety of audiences
- knowledge of Microsoft, Google, and various social media platforms

### Required Qualifications

- 2 years related leadership experience including supervisory, facilitation, and contract management experience
- Experience with public safety education and/or emergency preparedness programs



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- Completion of FireSmart 101 and Wildfire Risk Reduction (WRR), or willingness to complete
- Local FireSmart Representative qualification, or willingness to attain
- Valid BC Class 5 Driver's License

#### **Preferred Qualifications**

- Experience with FireSmart and Wildfire Mitigation work
- Completion of cultural sensitivity training

#### **What We Offer**

- This is a six-month temporary full-time position, 37.5 hours per week, paying \$38.99/hr

#### **To Apply**

We invite qualified applicants to submit a resume and cover letter to [careers@toquaht.ca](mailto:careers@toquaht.ca), with the position title in the subject line. Please apply as soon as possible, as we will be reviewing on an ongoing basis. We appreciate all applicants for their interest in working with Toquaht Nation, however only those selected for an interview will be contacted. This position is open until filled.

Persons of Indigenous background will be given preference. S16(1) CHRA