

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**Staff Job Description**  
**FireSmart Summer Student**

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**Job Title:** FireSmart Summer Student

**Department:** Protective Services

**Reports to:** Director of Protective Services

**Supervised by:** FireSmart Educator

**Summary:**

The FireSmart Summer Student is responsible for organizing, providing, and reporting on FireSmart outreach in the Electoral Areas of the Regional District of Bulkley-Nechako (RDBN). The position will ensure that FireSmart communications are in line with FireSmart BC discourse, RDBN policy/procedures, and delivered in a way that is engaging for the residents of the RDBN.

The duties include, but are not limited to, the following:

**FireSmart Summer Student Responsibilities**

- Organize, plan and participate in events to accomplish the goal of educating the public about the FireSmart principals. This includes procuring materials and arranging venues.
- Develop and manage FireSmart social media content.
- Provide FireSmart recommendations to homeowners to reduce the wildfire hazards on their properties by conducting site visits.
- Attend tradeshow, wildfire preparedness days, community events, etc to engage with the public and distribute information regarding the FireSmart principals.
- Attend training or workshops related to FireSmart.
- Working and traveling in rural and remote areas.

**Qualifications**

- Willingness to research and learn about FireSmart, emergency preparedness, and public safety education.
- Ability to effectively deliver educational and outreach materials to a variety of audiences.
- Knowledge of the RDBN including geography, culture, and industry.
- Some knowledge of Microsoft and social media.

**Skills and Abilities**

- Demonstrates exceptional interpersonal skills and demonstrates ability to deal tactfully with elected officials, co-workers, community representatives and the public on various matters, including those of a sensitive nature.
- Demonstrates written and oral communications skills including exceptional presentation and public speaking.
- Ability to use information technologies (computers, mobile devices, etc) including familiarity with presentation development tools, education programs, and social media applications
- Physically able to perform the duties of the position, punctual, organized and dependable.

**Certificates and Licenses**

- Valid BC Class 5 Drivers License

Resumes will be accepted until **4:00 pm, Friday, April 16, 2021** and should be addressed to:

Deborah Jones-Middleton, Director of Protective Services

**Subject Line:** FireSmart Summer Student

**Email:** [hr@rdbn.bc.ca](mailto:hr@rdbn.bc.ca)

**Mail:** PO Box 820, Burns Lake, BC V0J 1E0