

## Fire & Emergency Management Assistant

### (18 Month Contract)

Welcome to Ramara Township, located in Central Ontario, just 90 minutes from the GTA. Nestled by Lakes Simcoe and Couchiching, we offer access to beautiful parks, beaches, and trails. We value our employees and promote a positive, collaborative workplace. Join us in making a difference in the community by applying for the Fire & Emergency Management Assistant (18 Month Contract) position. We look forward to your application!

#### Core Responsibilities

- Provide administrative support to the Fire Chief, Deputy Chief, and Fire & Rescue team, including training, fire prevention, and Emergency Management programs.
- Maintain accurate departmental records (training, attendance, payroll, equipment, inspections, incident reports, and confidential personnel files).
- Coordinate ordering and inventory management of supplies, PPE, and medical equipment across all fire stations and the EOC.
- Support firefighter training by coordinating Ontario Fire College registrations and managing online training records.
- Prepare operational reports, monthly invoicing, and updates to departmental documents and guidelines.
- Coordinate onboarding and act as the main communication contact for volunteer firefighters.
- Assist with scheduling and staffing public education events.
- Support annual Emergency Management Ontario compliance and updates to the Township's Emergency Response Plan.
- Assist the CEMC with emergency exercises, Emergency Preparedness Week, and public education campaigns.
- Coordinate EMPC meetings, including scheduling, agendas, minutes, and related materials.
- Prepare and post emergency-related social media content and communications.
- Respond to public inquiries and escalate matters requiring the Fire Chief's attention.
- Manage Fire & Rescue social media accounts and update content on the Township's website.
- Process controlled burn permits and schedule residential and commercial fire inspections.
- Issue certificates and non-compliance letters as required.

#### Qualifications & Skills

- Two-year college diploma in a related field, or an equivalent combination of education and experience.
- Understanding of the structure and operations of a municipal volunteer fire department.
- Proficiency in Microsoft 365 applications, including Word, Excel, and PowerPoint.
- Basic accounting knowledge and strong mathematical skills.
- Excellent time management abilities with strong organizational skills.
- Effective verbal and written communication skills.
- Strong customer service skills with a professional and helpful approach.
- Knowledge of or experience using Crysix and Active 911 considered an asset.
- Knowledge of or experience using Canva for social media content creation considered an asset.

#### Salary

\$29.16 - \$34.11 / hour

#### Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled **"Fire & Emergency Management Assistant - Contract"** addressed to Brittany Wilson, CHRP, Director of HR/H&S/Recreation and submit to [hr@ramara.ca](mailto:hr@ramara.ca). Artificial intelligence is not used to screen, assess or select applicants. This posting is for an existing vacancy. Please be advised, this posting will remain open until **February 16, 2026, at 4:30 p.m.**

*We collect information for job applications under Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act. This information helps us decide if you are eligible for employment. The Township of Ramara is committed to creating an inclusive and barrier-free environment, and we will provide support at every step of the hiring process. If you need any assistance to participate fully in the recruitment process, please let Human Resources know. Thank you to all applicants. Only those selected for an interview will be contacted.*