

FireSmart and Wildfire Program Coordinator

City of Nelson Competition #26EX16

Located within the traditional land of the Sinixt, Ktunaxa, and Sylix peoples, Nelson is known for its breathtaking setting, wide range of recreational opportunities, pristine parks, and vibrant downtown core. We are grateful for the opportunity to live and work on this land.

Nelson offers a year-round playground for outdoor enthusiasts and those who value arts, culture, and a welcoming small-town feel, along with big-city amenities such as high-quality schools, post-secondary institutions, regional health care, numerous golf courses, and a competitive cost of living.

POSITION SUMMARY:

The City of Nelson is seeking an enthusiastic and community-focused FireSmart and Wildfire Program Coordinator to support the delivery of wildfire mitigation and FireSmart initiatives within the community.

Reporting to the Emergency Program Manager, the FireSmart and Wildfire Program Coordinator is responsible for the planning, coordination, delivery, and ongoing development of the City of Nelson's FireSmart program and broader wildfire mitigation and risk reduction initiatives. The position supports community safety and resilience by implementing FireSmart BC principles, advancing municipal wildfire mitigation priorities, and coordinating a diverse portfolio of education, mitigation, and interagency collaboration activities.

The FireSmart and Wildfire Program Coordinator independently manages multiple concurrent programs and projects, including FireSmart Home Ignition Zone Assessments, rebate and incentive programs, fuel management and wildfire mitigation projects, and public education and engagement efforts. The role works closely with City departments, Nelson Fire & Rescue Services, contractors, regional and provincial agencies, and the public. This is a highly self-directed position requiring strong project management, organizational, technical, and communication skills.

ESSENTIAL QUALIFICATIONS:

- Local FireSmart Representative or Wildfire Mitigation Specialist Certificate, or the ability to obtain within a reasonable timeframe
- Experience coordinating programs or projects, preferably in a municipal or public-sector environment
- Working understanding of wildfire behaviour, fuel treatment techniques, and wildfire risk reduction principles
- Demonstrated ability to deliver effective public education and outreach to diverse audiences
- Strong project management, organizational, written, and verbal communication skills
- Exceptional interpersonal skills with the ability to work professionally with coworkers, partners, contractors, and the public
- Proficiency with Microsoft Office (Word, Excel, Outlook) and comfort using digital tools and information technologies
- Valid Class 5 Driver's Licence

COMPENSATION: \$74,110 - \$82,344

HOURS: Regular Full-Time | 37.5 hours per week | 8:30 a.m. - 4:30 p.m.

DAYS: Monday - Friday

BENEFITS:

- Full benefits package: EHC, Dental, Sick Leave, Employee Assistance Program, etc.
- BC Municipal Pension Plan

To find a full description of the position role, including required qualifications and experience, please visit nelson.ca/jobs.

To be considered for this opportunity, please submit your resume and cover letter, in confidence, by 11:59 p.m. on Friday, April 19, 2026, to:

Jeff Hebert

Email: hr@nelson.ca

Subject line: **FireSmart and Wildfire Program Coordinator Competition #26EX16**

We thank all applicants for their interest in joining the City of Nelson.