

# Township of Langley

<b>Job Title:</b>	Fire Community Program Coordinator
<b>Competition Number:</b>	26-U063
<b>Employment Type:</b>	Temporary Full-Time (from approximately June 29, 2026 to January 25, 2027)
<b>Pay Rate:</b>	\$33.25 - \$39.14 per hour (5 steps, 2024 rates), plus 13.5% in lieu of benefits
<b>Hours of Work:</b>	35 hours per week; Monday to Friday, 8:00am – 4:00pm; Some evening and weekend work may be required
<b>Competition Opening Date:</b>	May 21, 2026
<b>Competition Internal Closing Date:</b>	May 29, 2026
<b>Competition External Closing Date:</b>	May 31, 2026

## Job Overview

The Township of Langley is currently recruiting for a temporary full-time **Fire Community Program Coordinator** (from approximately June 29, 2026 to January 25, 2027) to join our team of professionals in the Fire Division. Reporting to the Emergency Program Manager, in this unionized position you will develop, coordinate and implement operational plans and procedures in support of all phases of Emergency Management (mitigation, preparedness, response and recovery). The Fire Community Program Coordinator will foster strong partnerships and increase engagement in emergency preparedness programs and activities. This role is ideal for individuals who are motivated and enthusiastic about community outreach. The role will involve working with Indigenous partners with the goal of fostering meaningful relationships and building disaster resilience.

## Responsibilities

- Update policies and procedures and implement and maintain systems to ensure efficiency and effectiveness of programs
- Organize, schedule and attend appreciation nights and special events
- Represent programs at the community level and work with community groups to enhance partnerships and build community resilience
- Present training lectures and provide information and assistance to volunteers, the public, community agencies, partner agencies and/or other departments with respect to emergency management programs
- Compose routine correspondence, prepare forms and prepare/edit newsletters as required
- Prepare and maintain records and files related to emergency programs and maintain an inventory and supply of program materials
- Perform related work as required

## Qualifications

- Completion of Grade 12, including or supplemented by related courses plus considerable related experience, or an equivalent combination of training and experience.
- Considerable knowledge of the objectives and procedures governing emergency operations and familiarity with the Emergency Management landscape in British Columbia
- Sound knowledge of business english, spelling, punctuation and modern office methods and procedures
- Ability to compose routine correspondence, prepare forms and lists, and maintain records and files
- Ability to prepare newsletters, organize and schedule training and special events, and to select and provide direction for volunteers and students
- Ability to maintain effective communication with a variety of internal/external contacts including volunteers, community service representatives, partner agencies, and Fire Division personnel
- Ability to conduct established training lectures and work with minimal supervision

This position is defined by the Township of Langley as a position of trust (Child Safety). The successful candidate will be required to have a Police Information Check as a condition of employment (not required as part of the application process, however, will be required upon consideration for employment).

## Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full privilege) Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver Factor Report **will not** be accepted.

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

## Apply Now

Visit [tol.ca/careers](http://tol.ca/careers) to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.