

JOB DESCRIPTION

Wildland Fire Coordinator

Infrastructure, Housing and Emergency Management Department

The Wildland Fire Coordinator is responsible for implementation of identified Housing and Infrastructure, and Emergency Management priorities and initiatives as mandated by resolution to the NAN Executive Council by the NAN Chiefs in Assembly. The Wildland Fire Coordinator will support the NAN Infrastructure, Housing and Emergency Management department by coordinating with provincial and federal legislation pertaining to the NAN territory and will liaise with other political territorial organizations, both levels of government, Tribal Councils, and other First Nation organizations to facilitate a cooperative approach to achieving the political goals of the organization. Additionally, the Wildland Fire Coordinator will provide strategic scheduling, briefings, updates, policy review, and position papers to Nishnawbe Aski Nation on selected areas of interest.

Summary of Duties

This position provides program support to the Manager of the department. This position is responsible for meeting the needs of its directed target in conjunction with the department Manager and directly responsible for coordinating the program as follows:

- Develop, design, and implement, in conjunction with the Manager, wildland fire program related workplans, activities, workshops, training sessions and other program initiatives.
- Coordinate planned work with the Policy Analyst, Officers and Program Assistants as it pertains to the program.
- Provide program leadership on behalf of the Manager for logistical planning and implementation for in meetings, workplans, activities, workshops and training sessions and objectives related to the program and manager the project/activity budget given.
- Provide wildland fire relevant training, education and awareness activities that may include workshops, conferences, public presentations, group-based activities, or public education campaigns.
- Draft and prepare various basic funding applications and any reporting requirements for Manager/Director review.
- Provide options and connect people and NAN First Nations with wildland fire programs or information as needed and keep a contact list, developing and maintaining good working relationships.
- Collect, input, and store department data in an efficient, organized and confidential manner using SharePoint.
- Support the NAN chief's assembly, and NAN activities as required.
- Review and summarize high level meeting notes to report back to management as part of de-briefing and/or future planning.
- Support policy review and analysis as it relates to wildland fire
- Coordinate, attend and participate in de-brief meetings.

- Research, report writing, briefing notes and presentation of information when required.
- To assist in preparing updates on the status of the issues and initiatives for the information of the Executive Council and the NAN Chiefs.
- Preparing department-related reports that can include statistical reports for manager review.
- Support department strategy development and assist with overall department evaluation.
- Facilitating wildland fire program-related meetings and council meetings.
- Assist with community application processes.
- Attending all organizational meetings as requested and adhering to NAN policies, procedures, and protocols.
- Liaise with government partners on wildland fire initiatives in NAN Territory.
- Input documentation as required through scanning for record keeping in SharePoint.
- Shop and track all purchases of supplies, meeting materials, gifts and gift cards.
- Participate in overall wildland fire budget development and monitoring of expenses.
- Undertake and complete assigned projects and duties independently and effectively.
- Collect routine wildland fire data from communities, partners, Program Officers, and Coordinators when required.
- Outreach to all 49 NAN First Nation Communities and 7 Tribal Councils to develop and maintain a good working relationship.
- Coordinate Amber's Fire Safety Campaign.
- Continuous updates and coordination of NAN Territory Discussion Table.
- Coordinate annual NAN Wildland Fire Summit and corresponding outcome reports.
- Coordinate Nishnawbe Aski Emergency Awareness Initiative social media campaign.
- Coordinate the development of wildland firefighter Indigenous role model content for NAN's Role Model Campaign.
- Complete all mandatory training assigned.
- Other duties as required.

Other

- Must have ability to run errands and attend meetings at various locations during working hours.
- This position may require frequent travel at times by car (personal and or rental) or aircraft. The duration of travel may vary from day trips to multi-day overnight travel.

Cross Training:

- This position is cross trained with the Administrative Assistant and/or Program Assistant if the position exists in the department to cover the following duties when requested:
 - Creating agendas and transcribe minutes.
 - Photocopying, organizing, and preparing materials for meetings.
 - Arrange/approving travel for staff (if required) in the department as well as for the delegates.
 - Being the liaison for NAN registration.

- Booking venues, arrange catering.
 - Completing and/or approving purchase orders, preparing cheque reqs, honorariums and submitting vendor payments through the HRIS on behalf of the Manager/Director
- Correspondence with internal and external partners that attend meetings, conferences etc.
- Provide routine department training to new staff and act as the new employee guide as part of onboarding.

Competencies And Qualifications:

Candidate must possess the following skills and attributes:

Education:

College Diploma or equivalent combination of education and experience in a related field is required.

Credentials:

Not Applicable

Experience:

3 years of experience working in an office environment and 1-3 years of program-related experience is preferred.

Knowledge:

- Position demands a pleasant disposition, flexibility, ability to multi-task, organize, problem solve, set priorities, enter data, and communicate effectively.
- Understanding of modern office technologies including word processing software, and basic spreadsheet development.
- Effective written and computer literacy
- Must be able to respect confidentiality and make sound decisions.
- Must be able to undertake and complete assigned projects and duties independently and effectively.
- Position must be familiar with current community resources.
- Sound knowledge of methods, techniques, or procedures that are commonly accepted practice in the predominant field of work.
- A good understanding and interest in NAN communities, FN organizations and current events.
- Thorough knowledge and understanding of indigenous culture and traditions within the NAN territory and communities.
- Fluency in NAN dialect (Cree, Oji-Cree or Ojibway) an asset.

Effort:

- Light physical effort on a frequent basis with some heavy lifting (up to 40lbs) or moving of materials from time to time.
- Primarily desk work with prolonged sitting.
- Work requires a moderate level of dexterity requiring minimum keyboarding skills.

Working Conditions:

- Mainly working in a office setting with short periods working in a warehouse setting.
- Working within communities, away from home on a frequent basis.
- Travelling in both commercial and smaller aircrafts.
- Highway driving may also be required.
- Working with the public
- Working in various meeting locations as required.

Financial Authority

This position has the authority to approve up to \$10,000.00.

Accountability

This position is under the day-to-day supervision of the department Manager with further accountability to the department Director and Chief Administrative Officer for overall performance.