

## **WILDFIRE COORDINATOR**

**Location: Prince George**

**Salary: \$33.00 - \$43.00 per hour (commensurate with experience)**

**Apply: [www.ccisolutions.ca/careers](http://www.ccisolutions.ca/careers)**

### **Company Overview**

Our British Columbia-based consulting firm specializes in wildfire management, forestry, and natural resource services. We are a leader in providing technical expertise in wildfire risk mitigation and community protection planning. We pride ourselves on delivering safe, efficient, and practical solutions to our clients across the natural resource sector. We foster a positive working environment with a strong commitment to safety, innovation, and quality service. We pride ourselves on offering a positive work environment with ample growth and career development opportunities. Self-reliant and motivated individuals will find excellent opportunities for advancement, continuous learning, and competitive, industry-leading compensation as part of our team. We encourage you to apply if you are passionate about wildfire management and enjoy leading projects that make a real difference in community safety and forest health.

### **Position Overview**

We are seeking an experienced Wildfire Coordinator to support and facilitate wildfire management projects throughout British Columbia and beyond. This role is ideal for someone with a strong background in wildfire operations and planning, including community wildfire planning, prescribed/industrial burning, and regulatory permitting. The Wildfire Coordinator will work with multi-disciplinary teams in both field and office settings, helping communities and industries reduce wildfire risk while supporting junior staff and fostering client relationships.

## Job Highlights

- Comprehensive Benefits: Extended health and dental plan for you and your family
- Retirement Savings: Company-matched RRSP program
- Wellness Support: Health spending account and wellness benefits
- Professional Development: Training support, coverage of professional dues, and certifications
- Field & Office Mix: Balance of field and office work; travel throughout BC as needed
- Travel Perks: All work-related travel expenses, accommodations, and per diem covered
- Positive Team Culture: Collaborative team focused on safety, integrity, and innovation in wildfire management

## Key Responsibilities

- Support planning, execution, and delivery of wildfire projects, tracking tasks and milestones
- Assist in developing and implementing Community Wildfire Resiliency Plans (CWRPs) and other risk reduction plans
- Help coordinate prescribed and industrial burning operations, including documentation and permit support
- Facilitate compliance with provincial regulations and permitting processes; maintain records and assist with reporting
- Organize schedules, resources, and communications for field teams; promote a safety-first culture
- Provide basic technical support in wildfire behavior, fuel management, and fire ecology; assist with field assessments and data collection
- Coordinate communications with clients, community representatives, industrial partners, and government agencies; help prepare reports and presentations
- Support review and quality control of project deliverables; help implement process improvements
- Assist in prioritizing tasks, managing resources, and adapting to changing project needs

## Qualifications

- Registered Professional Forester (RPF) or Registered Forest Technologist (RFT) in BC (preferred but not required)
- Post-secondary education in Forestry, Natural Resource Management, or a related field; diploma or degree preferred

- Minimum of 3 years' experience in wildfire management, forestry, or a related field
- Experience supporting wildfire resiliency plans or risk assessments for communities or organizations
- Familiarity with prescribed/industrial burning operations and safe burn practices
- Understanding of regulatory compliance and permitting for wildfire or forestry operations in BC
- Strong organizational and time management skills; ability to coordinate multiple projects
- Effective communication skills (verbal and written); ability to work collaboratively and support team members
- Basic understanding of wildfire behavior, suppression tactics, fuel management, and forestry practices; GIS and wildfire modeling experience is an asset
- Comfortable working in remote and interface environments; commitment to safety
- Valid Class 5 BC driver's license (or equivalent); willingness to travel within BC and work outdoors; proficiency with standard computer software.

If you are excited by the opportunity to take on this challenging and rewarding role, please submit your cover letter and resume (in PDF format) via email to [hr@ccisolutions.ca](mailto:hr@ccisolutions.ca).

Please include "Wildfire Coordinator – Your Name" in the subject line of your email. Application Deadline: This posting will remain open until the successful candidate is hired (applications will be reviewed on a rolling basis). We encourage interested applicants to apply early. We thank all applicants for their interest in joining our team. Only short-listed candidates will be contacted for an interview. We look forward to hearing from you and exploring how you can contribute to protecting BC's communities and forests from wildfire threats.