



## Director, Program Delivery – Position Description

The National Indigenous Fire Safety Council (NIFSC) is seeking the services of a Director of Program Delivery. This position works closely with Indigenous communities, and oversees the program delivery team within the Indigenous Fire Marshal Service (IFMS), to ensure the timely and effective delivery of said programs. They work closely with the Director of Training and Program Enhancement, report to the Executive Director. Please note that this is a contract position, working fully remote, for a term ending March 2023.

Programs and services are categorized into the following seven program areas:

1. Community Safety Education
2. Fire Service Governance
3. Community Infrastructure & Engineering Support
4. Fire Department Management
5. Inspections
6. Investigations
7. Fire Department Operations

**Immediate Supervisor:** Executive Director

**Status/Hours:** The expected workload is 50 – 75 % full-time-equivalent.

### Primary Responsibilities and Duties Include:

- > Acting as key program delivery liaison between Indigenous community representatives, the IFMO project team, ISC, and other stakeholders to ensure a collaborative approach to the delivery of IFMO programs and services;
- > Oversee the delivery of proof-of-concept programs, including delivery model analysis and field testing;
- > Developing key milestones and measurable outcomes in order to demonstrate delivery success.
- > Providing effective leadership to the fully remote program delivery specialist team in terms of direction, support, recruitment, work plan execution, and resource management;
- > Coordinating with the Director of Program Development to ensure a high level of integration and communication flow related to program and services design.

### Core Required Experience:

- > Demonstrated expertise in the area of program and services delivery;
- > Strong knowledge of Fire Services and NFPA Standards;
- > Demonstrated experience in community outreach, user groups, service level agreements;
- > Knowledge of various delivery models and an ability to make recommendations based on specific program needs;
- > Experience leading a dispersed team and resources;
- > Experience in managing budgets particularly in the area of government funded programs.





National Indigenous  
Fire Safety Council Project  
Projet du conseil national  
autochtone de la sécurité-incendie

# IFMS Director, Program Delivery

## Minimum Education, Certification and/or Experience:

- > Demonstrated understanding of First Nations socioeconomic, legislation, historical relationships, Indigenous Services Canada, etc.
- > Demonstrated experience in program development and delivery.
- > Comprehensive understanding of fire service and public safety.

## Additional Requirements:

- > Strong understanding of governance and administration processes and establishing working relationships with multiple private and public sector agencies including First Nations communities.
- > Bilingual English and French.

## Closing Date:

The candidate will be selected from qualified applicants. Posting will close April 22, 2022 but may be extended if not filled. The desired start date is May 9, 2022.

## How to Apply:

Please respond with any questions. Applications must include a resume and can be submitted by email to [HR@indigenousfiresafety.ca](mailto:HR@indigenousfiresafety.ca). Interested candidates may be located anywhere in Canada.

*AFAC is an equal opportunity organization and encourages Expression of Interests responses from any community.*

