



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

Director, Training and Program Enhancement

Director, Training and Program Enhancement – Position Description

The National Indigenous Fire Safety Council (NIFSC) is seeking the services of a Director of Training and Program Enhancement who will administer and coordinate a team of program developers who are responsible for developing programs and services to be delivered to Indigenous communities across the country. Please note that this is a contract position, working fully remote, for a term ending March 2023.

This position is ideally suited to fire industry leaders with experience in developing and overseeing program development. 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 25% full-time-equivalent.

Primary Responsibilities and Duties Include:

- > Administering a team of contractors, including negotiating contract terms, establishing work plans, approving monthly estimates, and reviewing and approving invoices.
- > Scheduling program developers and assigning projects to meet a comprehensive development schedule.
- > Participating at the strategic level in the senior leadership team of the NIFSC project.
- > Working collaboratively with the NIFSC team, program developers, and stakeholder groups to define the programs from the conceptual stage into comprehensive program scopes.
- > Collaborating with the program delivery team to establish program testing and delivery processes.
- > Providing direction and support to the Program Development Production Specialist to ensure programs are developed and published consistently to NIFSC standards.
- > Working with our research division to ensure program development aligns with trend analysis and program measurement.
- > Recruitment and selection of program developers and contractors.

Qualifications:

- > Demonstrated experience in managing multiple complex projects, preferably in the non-profit sector.
- > Ability to apply principles of consultation and collaboration on projects.
- > Ability to lead a diverse, remote team of Fire Services program developers across Canada to meet organizational program development schedules and benchmarks.





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- > Exceptional ability to establish and maintain productive working relationships with a diverse partner base.
- > Self-motivated, productive and efficient.
- > Excellent written and verbal communication skills, with impeccable grammar and spelling.
- > An exceptional attention to details.

Collaboration Experience:

- > Validated experience working with twenty or more Indigenous communities on fire safety initiatives.
- > Experience and knowledge of fire and life safety

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. Interested candidates may be located anywhere in Canada.

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

