

## POSITION DESCRIPTION

---

### **IDENTIFYING INFORMATION**

POSITION TITLE: ICS Canada Project Coordinator

STATUS: Full time, two-year term

INCUMBENT:

REPORTS TO: Training Manager

DEPARTMENT: Operations

LOCATION: Remote

DATE: June 2025

REVISION DATE:

### **POSITION SUMMARY**

The ICS Canada Project Coordinator reports to the CIFFC Training Manager and is a contributing member of a multi-disciplinary team to develop and maintain the ICS Canada program. The ICS Canada Project Coordinator is responsible for the development of ICS Canada training material, delivery of program services, communication with membership, and the growth of the organization. The ICS Canada Project Coordinator must maintain a good working relationship with all levels of emergency and wildland fire managers across Canada, working with specific agencies, national and international committees, and the private sector to develop and administer policies, communications, standards, and protocols to remain current with state-of-the-art ICS development nationally and internationally.

### **POSITION DUTIES & RESPONSIBILITIES**

- Manage the development, design and delivery of the overall ICS Canada Training Program.
- Maintain ICS Canada documentation (standard training material, printing files, Standards, Doctrine, etc.) in both of Canada's official languages (French and English).
- Investigate, analyze, and recommend innovative training delivery methods to enhance the learning experience for ICS program participants.
- Manage and maintain a central database (archive and website) of training information.
- Ensure continuity and consistency of ICS training across all disciplines.
- Develop ICS online courses and work with collaborators (internal and external) to ensure courses remain current.
- Coordinate all ICS Canada project charters and manage project teams.
- Work closely with the Training Manager and the ICS Canada Senior Advisor to accomplish the annual strategic plan.
- Foster a cooperative, collaborative environment amongst the ICS Canada AHJ-AAHJ representatives and provide a forum in which agencies come together for advancing ICS in Canada.
- Facilitate the collection and dissemination of agency ICS information.
- Organize, present and participate in ICS Canada quarterly meetings.
- When requested, represent ICS Canada interests at national and international meetings, workshops and conferences to promote the activities of ICS Canada.
- Generate the ICS Canada Annual Report, year-end financial statement, and strategic plan update.
- Validate ICS Canada revenue and expenses.
- Proactively pursue membership growth and expansion.
- Provide other coordination duties as assigned by the Training Manager.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS**

- Graduate from a recognized university or college in Emergency Management, or an equivalent combination of education and experience.
- Thorough understanding of the Incident Command System.
- Awareness of other incident management systems used in Canada and other countries preferred.
- Certified lead instructor for I-100 to I-400 preferred.
- Experience in course logistics and organization.
- Experience in developing training courses (adult learning).
- Ability to effectively communicate (verbally and written) in both of Canada's official languages (French and English) preferred.
- Demonstrated ability to establish and maintain strong working relationships with stakeholders, both internally and externally.
- Demonstrated ability to effectively manage multiple priorities and meet deadlines.
- Demonstrated ability in taking initiative and working well under limited supervision.
- Demonstrated ability to resolve conflict, problem-solve, and achieve consensus by fostering collaboration.
- The candidate is proficient with Office 365 and Adobe DC.

### **SKILL AND COMPETENCY REQUIREMENTS**

To perform the job successfully, the individual must demonstrate the following:

**Integrity & Trust:** Adheres to an appropriate and effective set of values during both good and bad times; acts in line with those values; champions the right values and disapproves of others; practices what he/she preaches; is widely trusted; is seen as a direct and truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain; acts with good intentions by telling the truth, taking responsibility, and following through on their commitments; models the values of the organization in all business activities.

**Client Focus:** Is dedicated to meeting the expectations and requirements of internal and external clients; gets first-hand client information and uses it for improvements in products and services; acts with clients in mind; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts; listens actively and objectively with patience and without interrupting; able to appropriately and professionally express one's opinion without getting defensive or creating conflict; establishes and maintains effective relationships with clients and gains their trust and respect; views colleagues and team members as internal clients and strives to contribute to the overall success of the team/department/organization.

**Problem Solving:** Demonstrates ability to break down abstract ideas, concepts, or complex problems into component parts for effective resolution; meets challenging problems with effective and practical solutions; asks good questions and probes sources for answers; skilled at analysis – looks beyond the obvious and doesn't stop at first answer; effectively separates facts from opinion and personal factors; evaluates risks and opportunities thoroughly and objectively; grasps concepts and their implications quickly; seeks out the probable causes of events and the consequences of action – uses process thinking; uses rigorous logic and methods to solve difficult problems; identifies & interprets the links between situations & information to formulate logical conclusions; demonstrates ability to identify problems and generate potential solutions.

**Quality of Work:** Completes tasks and responsibilities with close attention to details and accuracy to ensure quality and outcomes are achieved; monitors, identifies, and recommends practices and processes to continuously improve quality of work; is committed to delivering a quality product/service

## POSITION DESCRIPTION

---

and to taking appropriate action to reduce errors; reliable and consistent; takes ownership for errors; demonstrates commitment to complete work in an ethical, efficient, and quality manner; understands the role that quality of work plays in client satisfaction; attentive to the accuracy of data and the contents of documents; committed to continuous improvement of business practices and to ensuring all product/service outcomes adhere to high standards of quality and excellence; checks own work thoroughly.

**Adaptability:** Demonstrates the ability to change behaviours or methods of approach when necessary to achieve a goal; adjusts style as appropriate to the needs of the situation; responds to change with a positive attitude and a willingness to learn new ways to accomplish work activities and objectives; readily able to adapt to changing circumstances and understands and willingly appreciates different and opposing perspectives by encouraging ideas/concepts to be challenged and discussed; adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment; continues to make effective decisions and acts without having the total picture fully clarified; adjusts own behaviours to go to work efficiently and effectively in light of new information and/or changing situations.

**Inspiring Others:** Creates a climate in which people feel cared for and want to do their best; effective at motivating and inspiring direct reports and team/project members; understands what motivates others and uses that information to get the best out of that person; empowers others; invites input from each person and shares ownership and visibility; gives credit where credit is due; makes each individual feel their work is important; inspires people; demonstrates emotional intelligence (i.e. is a settling influence to others when under pressure; is empathetic, understanding, and compassionate to others; inspires hope and optimism in others); is someone people respect and enjoy working for and with.

**Building Effective Teams:** Promotes cooperation and collaboration between individuals and groups; fosters a climate of mutual accountability within team settings to achieve group results; creates strong morale and team spirit within their team; shares wins, successes, and credit for team results; creates an environment of open dialogue and transparency; defines success in terms of the whole team; demonstrates inclusivity of others; ensures all direct reports understand their roles, responsibilities, and contributions; demonstrates supportive behaviours, encourages team to ask for help and development; addresses and resolves underlying problems (i.e. processes, personalities, conflicting goals, etc.) that affect team productivity and morale.

**Drive for Results:** Tenacious pursuit of results and productivity; committed and dedicated to achieving organizational objectives; counted on to meet goals; strives to optimize the utilization of time and resources and to overcome obstacles or disruptions that might otherwise detract from achieving goals; steadfastly push themselves to achieve results; sets challenging but realistic objectives for self and others; helps others to sustain a clear sense of purpose in the face of conflicting demands and work pressures; sees projects through to completion; brings discussions and issues to closure, clarifies commitments at the end of a meeting or discussion to ensure clarity around commitments and to establish accountability; effectively delegates tasks and responsibilities to appropriate team members in order to achieve targets.

**Planning & Organizing:** Demonstrates the ability to establish a systematic course of action for self and others to ensure accomplishment of specific objectives; sets priorities, goals, and timetables to achieve maximum productivity; works with direct reports in establishing SMART goals that align with organizational goals; knows status of one's own work and work of direct reports at all times; spends time and the time of others on what's important to the overall productivity of the organization; operates with a clear plan of action; organizes workday by setting priorities with an appropriate sense of what is important and plans with an appropriate and realistic sense of the time demand involved.

**Timeliness/Priority Management:** Uses time effectively by setting priorities and limiting interruptions or distractions; thoughtfully sets priorities around organization's needs and concentrates effort



CANADIAN INTERAGENCY FOREST FIRE CENTRE INC.  
CENTRE INTERSERVICE DES FEUX DE FORÊT DU CANADA INC.

## POSITION DESCRIPTION

---

accordingly; avoids low-priority items and/or eliminates such work altogether; meets time schedules and deadlines; demonstrates good work habits to ensure optimal use of time and efficiency; is able to prioritize work using judgment and understanding between urgency of task and importance of task; values their time and the time of others; gets more done in less time than others; is highly efficient and resourceful; sets priorities, goals, and timetables to achieve maximum productivity; is able to effectively manage multiple priorities in order to meet agreed-upon deadlines.

**Emotional Intelligence:** Effectively controls emotions when under stress/pressure; maintains composure and does not become defensive when challenged; is a settling influence on others when under pressure; empathetic, understanding, and compassionate to others; mindful of own and other's facial expressions, body language, and verbal tone; inspires hope and optimism in others.